



**SERVICES CONTRACT  
FOR  
CUSTODIAL SERVICES**

**BETWEEN**

**THE TEXAS FACILITIES COMMISSION**

**AND**

**VILLEDA BUILDING SERVICE, LLC**

**TFC CONTRACT NO. 20-004-000**

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FOR  
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VILLEDA BUILDING SERVICE, LLC**

The Texas Facilities Commission (hereinafter referred to as "TFC"), a state agency located at 1711 San Jacinto Boulevard, Austin, Texas 78701 and Villeda Building Service, LLC (hereinafter referred to as "Contractor"), located at 16804 Brewer Blackbird Drive, Pflugerville, Texas 78660, enter into the following contract for custodial services at various State office buildings in Austin, Texas (hereinafter referred to as the "Contract") pursuant to Tex. Gov't Code Ann. Ch. 2165 (West 2016).

**I. STATEMENT OF WORK.**

1.1. **PURPOSE.** Contractor shall provide custodial services for TFC at multiple State buildings in Austin, Texas as set forth in Exhibit A – Building List and Exhibit B – Scopes of Work, attached hereto and incorporated herein for all purposes. Most services are to be performed during regular business hours, except for the final trash and recycle collection from central collection points, the final cleaning and restocking of restrooms, or tasks that are noisy, hazardous, or otherwise impede normal daily business of an agency. Regular business hours are considered to be between 7:00 am and 6:00 pm Monday through Friday, excluding holidays where state agencies are closed, as further described in Section 1.22 of this Contract. Adequate staffing is required on optional holidays and skeleton crew days.

1.2. **CONTRACT ADMINISTRATOR.** (a) TFC shall designate a contract administrator for this Contract who will serve as the point of contact between TFC and Contractor. For all purposes, the contract administrator includes the contract administrator's designated representative (hereinafter collectively referred to as "Contract Administrator"). The instructions of the Contract Administrator are to be strictly and promptly followed by Contractor at all times. The Contract Administrator is to have free access to Contractor's supplies, equipment, and work product at all times for inspection and audit. Contractor is to afford the Contract Administrator all necessary assistance during those inspections and/or audits. The Contract Administrator will decide any and all questions that may arise as to the quality and acceptability of chemicals, supplies, tools, and equipment furnished, as well as the manner of performance, the rate of progress of the work, and the results of the work performed.

(b) The Contract Administrator may make temporary changes in the assignments, tasks, task frequencies or methods required under this Contract. If such changes do not require additional equipment, chemicals, supplies, or significant man-hours, such changes shall not be considered modifications of the Contract and shall not affect the amount of payment to Contractor. The Contract Administrator will determine the amount of work performed and materials furnished that are to be paid under the Contract. Failure of the Contract Administrator during the progress of the Contract to: (i) discover or reject unacceptable work; (ii) discover

work not in accordance with the Contract; or (iii) fail to exercise any remedies in connection therewith, shall not be deemed an acceptance thereof or a waiver of TFC's right to full performance of the Contract. However, the Contract Administrator does not have any express or implied authority to vary or amend the terms of the Contract or to waive strict performance of the terms or conditions of the Contract.

(c) Contractor agrees to conduct all of its services under this Contract by and through appropriate communications with the Contract Administrator. No other additional services shall be undertaken by Contractor except with the prior written direction of the Contract Administrator.

1.3. **FREQUENCY OF TASKS.** (a) The custodial tasks as further described in this Contract will be performed at the given frequencies listed below and according to Exhibit C – Service Classes and Requirements, attached hereto and incorporated herein for all purposes. The frequencies are standard for all buildings and should be followed by the Contractor. The frequencies shall be as follows:

(i) “Daily Tasks” are services that are performed every day of the week, at a minimum of at least once per day;

(ii) “Three Times Weekly Tasks” are services that are performed a minimum of three (3) times a week, every week;

(iii) “Twice Weekly Tasks” are services that are performed a minimum of twice a week, every week;

(iv) “Weekly Tasks” are services that are performed a minimum of once a week, every week;

(v) “Twice Monthly Tasks” are services that are performed a minimum of twice a month, every month;

(vi) “Monthly Tasks” are services that are performed a minimum of once a month, every month; and

(vii) “Annual Tasks” are services that are performed a minimum of once a year during each year of the Contract. These Annual Tasks shall be performed as directed by the Contract Administrator.

(b) Contractor shall submit a draft annual task schedule to the Contract Administrator for all services that fall under the Annual Tasks. The schedule shall describe the date and time Contractor intends to perform these annual services. The Contract Administrator may provide Contractor with any necessary changes to this schedule prior to the start of the Annual Tasks. Contractor shall not initiate these Annual Tasks without the Contract Administrator's prior approval of the final schedule. Within twenty-four (24) hours after completing any Annual Task, Contractor shall send written notice, by fax or email, to the

Contract Administrator and TFC property manager for the relevant TFC building.

(c) The frequency of the tasks set forth above may be increased or decreased if inspections, as set forth in Section 1.15 of this Contract, call for such changes. All frequency changes shall be approved by the Contract Administrator.

1.4. **CUSTODIAL TASKS.** The following are the descriptions of the custodial tasks to be completed by Contractor under this Contract and the standards that Contractor must adhere to, as evaluated by the Contract Administrator. These custodial tasks are general in nature and are not intended to eliminate specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine are judged against the general task description and standard. All tables, chairs, and similar items moved by Contractor during the performance of these custodial tasks shall be returned to their original location. Contractors may utilize properly maintained battery or electric equipment; however, propane-powered machinery is prohibited in all TFC facilities. For all tasks that Contractor utilizes any wet solutions on flooring surfaces, Contractor is required to utilize "Caution Wet Floor" signs before mopping and until such time that all flooring is completely dry. Signs should be placed prominently so that all persons can clearly see them before entering the zone being cleaned. Contractor will be liable for instances where procedures, or lack of proper safety procedures, lead to the injury of employees or visitors to facilities. Custodial tasks shall include the following services as defined below.

(a) *Cleaning* means the removal of dirt, soil, stains, liquids, trash, recycling, refuse, and any other foreign material from an item, fixture, or area. Cleaning may include the process of disinfecting, if required by TFC. When properly cleaned by Contractor, an area, fixture, or item shall be free of all dirt, soil, stains, or other foreign material and shall present a clean, safe, healthy, and pleasant appearance.

(b) *Sweeping* means the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation. When properly completed by Contractor, a swept or vacuumed area shall be free of all loose dirt, dust, debris, or other foreign material with no build up in corners, crevices, or under or around furniture parts.

(c) *Wet mopping* means the removal of dirt, soil, liquids, or other foreign materials from a floor using a microfiber, cotton or similar yarn type mop and sufficient neutral detergent and water solution or neutral disinfecting detergent and water solution. Wet mopping shall include rinsing, if required or recommended by the detergent manufacturer. When properly completed by Contractor, a wet mopped floor shall be free of all dirt, soil, liquids, or other foreign material. The floor shall present a uniform appearance free of streaks, smudges, heel-marks, or any other marks that can be reasonably removed through wet mopping. All splash marks and/or spots on walls, furniture, and fixtures that occur during wet mopping shall be removed before conclusion of the wet mopping task.

(d) *Machine scrubbing* means the use of a mechanized scrubbing or vacuum machine to accomplish the same result as wet mopping for large areas such as halls, lobbies, auditoriums, or similar large areas. When properly completed by Contractor, machine scrubbing



is held to the same quality standard as wet mopping.

(e) *Damp mopping* means the use of a microfiber, cotton or similar yarn type mop which, if necessary, has been mechanically wrung or squeezed to remove excess solution for the purpose of removing light soil, dirt, liquid or other foreign material from a floor. Damp mopping is done when the entire area does not require complete mopping or if the area is not soiled sufficiently to require wet mopping. When properly completed by Contractor, damp mopping is held to the same quality standard as wet mopping.

(f) *Spot cleaning* means the removal of dirt, soil, debris, liquids, stains, or other foreign materials from floors, walls, furniture, fixtures, or other areas that can be accomplished by cleaning only the immediately affected area. Spot cleaning shall only be performed by Contractor when the requirement of cleaning the whole area is not necessary. Spot cleaning should be completed on an area immediately upon discovery. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Spot cleaning shall be limited to individual spots not to exceed twelve (12) inches in diameter on average. When properly completed by Contractor, spot cleaning shall completely remove any evidence of the soiling that necessitated the cleaning without evidence of occurrence or cleaning.

(g) *Stripping* means, as is practicable, the complete removal of the wax or finish applied to a non-carpeted floor. Contractor may accomplish stripping by either manual or mechanized application of an approved stripping agent. When properly completed by Contractor, a stripped floor is completely free of all dirt, stains, deposits, wax, finish, water, and cleaning solution, and such floor is ready for the re-application of sealer and floor finish. All splash evidence on baseboards, furniture, and fixtures shall be removed by completion of the stripping task. Plain water rinse and pickup must immediately follow the finish removal operation

(h) *Sealing* means the application of a floor sealer prior to the application of the final floor finish according to industry standards and manufacturer recommendations. Application may be by either manual or mechanized methods. When properly sealed by Contractor in compliance with the manufacturer's recommendations, a sealed floor shall have a minimum of two (2) coats of sealer applied, and shall present a uniform appearance with all evidence of splashing on baseboards, furniture and fixtures completely removed. There shall be no evidence of buildup or discoloring.

(i) *Waxing/finishing* means the application of an approved non-slip gloss finish to hard surfaced floors such as vinyl, rubber, cork, linoleum, terrazzo, wood, or tile. Application may be by either manual or mechanized methods and includes buffing the finish. When properly waxed or finished by Contractor in compliance with the manufacturer's recommendations, the waxed or finished floor shall have minimum of three (3) coats of wax applied, and shall present an even, high gloss shine that shall have no evidence of buildup or discoloring. All evidence of splashing shall be removed from baseboards, furniture and fixtures.

(j) *Spray buffing* means the application of a wax and water solution to a floor and

buffing with a high-speed buffing machine to refurbish the floor finish after wet or damp mopping. When properly completed by Contractor, a spray buffed floor shall be held to the same quality as a newly waxed or finished floor.

(k) *Vacuuming* means the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items including, but not limited to, couches, chairs, walls, and curtains, or drapes which lend themselves to this method of cleaning. When properly vacuumed by Contractor, there shall be no evidence of any dust, dirt, or any other loose foreign material. Contractor shall vacuum with a machine that has adequate suction to lift all dirt and residue from the base of the rug nap (5.0 amps or greater). Contractor is responsible for making sure that the machine is not only rated to function correctly, but is also working correctly at the time the job is being performed.

(l) *Shampooing* means the application of a cleaning agent to a carpeted floor, cloth material, or covering for the purpose of removing embedded soil, dirt, stains, or other foreign materials. As requested, the Contractor shall provide a written quote, as per pricing listed on Exhibit D – Compensation and Fees, attached hereto and incorporated herein for all purposes, for carpet cleaning in each building. Contractor is to use a TFC approved carpet extraction machine with correct dilution of TFC approved carpet shampoo. Before or as carpets are shampooed, all movable furniture is to be cleared, all the carpet is first vacuumed, and all spots are pre-sprayed. Corners, along walls, and around fixtures that can't be moved are to be hand-shampooed. Using the carpet extractor, shampoo uniformly along one- and one-half times the width of the brush, overlapping brush paths, continuing this brushing pattern, avoiding over-wetting carpet. Carpet shampooing solution shall not stain or discolor a carpet or produce shrinking, and shall be environmentally safe and non-toxic. All splash marks on walls, furniture and fixtures incurred during shampooing shall be removed before conclusion of this task. Contractor shall submit a schedule to the Contract Administrator. Any changes to the schedule must be submitted in writing and approved by the Contract Administrator.

(m) *Dusting* means the removal of airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls, and any other items which may accumulate airborne particles. When properly dusted by Contractor, all items shall be free of any airborne materials, streaks, and smudges. Airborne matter shall be removed by either mechanical, chemical, or manual means. Contractor shall not use devices that merely displace or redistribute the matter, such as feather dusters, unless such devices are treated to attract and hold the matter.

(i) *Low-dusting* shall include levels up to and including six (6) feet in height.

(ii) *High-dusting* shall include all levels above six (6) feet in height which do not involve the employee using a ladder of a height or construction that could jeopardize employee's safety.

(n) *Glass and window cleaning* means the removal of dirt, soil, smudges, fingerprints, and other foreign material from the surfaces of interior glass windows, doors,

partitions, mirrors, or any other items which may consist in whole or part of glass or a similar material. Glass and window cleaning service also includes the cleaning of all ground-level entryway doors and adjacent glass panels inside and outside, but excludes other ground level window exteriors. All chemicals or solutions used to accomplish this task shall be approved by TFC. When properly cleaned by Contractor, glass objects shall be free of all dirt, soil, smudges, streaks, smears, or any other substances. All excess spray or solution shall be removed from any surrounding trim or surfaces.

(o) *Metal cleaning/polishing* means the removal of dirt, soil, fingerprints, smudges, streaks, water marks, scale, and other foreign material from metal surfaces and fixtures. When properly cleaned or polished with an approved non-abrasive cleaner/polish by Contractor, all metal surfaces shall present a clean uniform appearance free from all dirt, soil, marks, smudges, streaks, and scale.

(p) *Disinfecting* means the removal or neutralization of material containing or supporting the growth of bacterial or viral organisms capable of causing infection, through the application of an approved disinfectant by either manual or mechanical methods. When properly disinfected by Contractor, surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections.

(q) *Woodwork cleaning/polishing* means the treatment of wood furniture, fixtures, and walls with an approved wood cleaner, oil, and/or polish to prevent the aging, cracking, and/or drying of wood items and to remove soil, stains, fingerprints, and smudges. When properly cleaned and polished by Contractor, all wood shall exhibit a high uniform sheen free of all dirt, soil, stains, or other foreign material which would detract from a clean and appealing appearance.

(r) *Dispenser service* means the checking and refilling of all towel, toilet tissue, soap, or any other dispensers. When properly serviced by Contractor, dispensers shall have an adequate one (1) day supply of dispensable product. However, Contractor is to check periodically throughout the day to ensure the dispenser is never without an adequate supply. At no time shall Contractor leave additional supplies for patrons, clients or employees to install in the dispensers. Any installation or removal of dispensers must have received prior written approval from the Contract Administrator.

(s) *Plumbing fixture and dispenser cleaning* means the removal of dirt, soil, fingerprints, smudges, film, odors, stains, and other foreign material from plumbing fixtures and dispensers. When properly cleaned by Contractor, all plumbing fixtures and dispensers shall present a clean uniform appearance free from all deposits and stains so that item is without dust streaks, film, and odor.

(t) *Removal of debris from entrances and building perimeter* means the pickup and disposal of all trash, recycling and bird debris within twenty-five (25) feet of all outside entrances or exits of a building perimeter. In addition, all ash trays and urns in these areas are considered cleaned when emptied and wiped with a chemically treated or damp cloth. Disposal of trash and recycling shall be subject to Subsections (u) and (v) requirements below.

(u) *Trash/waste removal* means the collection and disposal of all materials which are placed into containers dedicated for trash disposal. Contractor shall only collect trash from central collection point trash receptacles (typically twenty-three (23) gallon or greater in size). When properly emptied, trash/waste receptacles shall be free of all wastes and disposed materials. When any receptacle is used for disposal of liquid or wet wastes, the liner shall be replaced by Contractor regardless of its age or appearance. If a liner leaks or otherwise allows waste to contact a receptacle, Contractor shall clean and disinfect such receptacle. Trash bags must be collected in non-leaking trash bins or carts, and shall not be dragged across floors or placed directly upon floors. Contractor will be responsible for the immediate spot cleaning of any floor or carpeting if Contractor's employees allow bags to leak on floors. Central collection point trash receptacles must be emptied, at a minimum, once per day, or as otherwise needed. All collected trash must be moved by Contractor to the area(s) designated by the Contract Administrator.

(v) *Recycling* means the collection and disposal of all materials which are placed into containers dedicated for recycling. Contractor shall only be required to empty central collection point recycling receptacles, typically twenty-three (23) gallon or greater in size. No liners or bags of any type should be used in containers utilized for recyclable materials. TFC facilities utilize "Single-Stream Recycling," which allows many types of items to be placed in recycling receptacles. Contractor shall not be required to sort any recyclables. Once collected by Contractor, recyclable materials shall be moved to the proper designated locations, as designated by the Contract Administrator, for transportation.

1.5. **WORK ORDER/SERVICE CALL.** For the purpose of evaluating performance under this Contract, a "Work Order/Service Call" is defined as any additional services that are requested by the Contract Administrator.

1.6. **MAINTENANCE AND DELIVERY RELEASES.** (a) TFC may, from time to time, through a Work Order/Service Call, as defined in Section 1.5 of this Contract, request Contractor to complete additional custodial services. Such requests for services shall be documented through a separate document (hereinafter referred to as a "Delivery Release"). Such Delivery Releases shall be subject to the terms and conditions set forth in this Contract, and shall include a description of the scope of services, schedule and term, and compensation specific to the Delivery Release which shall be negotiated at the time of such Delivery Release. Any work completed by Contractor without a Delivery Release will not be paid for by TFC.

(b) Contractor understands and agrees that no guaranteed minimum number of Delivery Releases will arise from this Contract.

(c) Upon receipt of a Delivery Release, Contractor shall respond to the Contract Administrator on site within twenty-four (24) hours. Contractor shall perform all work under a Delivery Release within the timeframe agreed upon. If Contractor cannot perform the work within the timeframe stated, Contractor may be subject to liquidated damages up to twenty percent (20%) of total cost of the Delivery Release.

(d) Contractor shall check in and out with the Contract Administrator to ensure that the Contract Administrator logs the commencement and completion times for the “Service Ticket” for the services performed under a Delivery Release. Contractor shall provide the following information on the Service Ticket:

- (i) building name;
- (ii) floor number;
- (iii) TFC work order number;
- (iv) number of hours worked; and
- (v) narrative description of the completed services.

1.7. **CALLBACK.** For the purpose of evaluating performance under this Contract, a “Callback” is defined as a service call that requires Contractor to return to complete or repair a previously performed service due to Contractor’s inability, negligence, or lack of knowledge to perform services.

1.8. **CALLBACK RESPONSE.** The Contract Administrator will contact the Contractor and notify them of a Callback. The Contractor will respond to the Callback no later than the next business day with any required labor or material to correct the problem. Contractor is to perform Callback service at no additional cost to TFC, regardless of whether the work is performed during normal working hours or overtime hours. The Contractor shall check in and out with the Contract Administrator to ensure that the Contract Administrator logs the commencement and completion times for the Callback service. Contractor shall maintain a complete, orderly written report of all Callbacks. These “Callback Reports” shall indicate the time, date, name of personnel, problems reported and corrective measures taken to complete or repair all problems. A consolidated Callback Report is to be furnished to TFC as soon as the service is provided.

1.9. **NECESSARY EQUIPMENT AND TOOLS.** (a) Contractor shall furnish and maintain all equipment and tools necessary to complete all custodial tasks for each location serviced. Contractor shall not rely on sharing equipment between buildings/facilities. Contractor shall provide a list of all equipment to be used in execution of this Contract to be approved by the Contract Administrator prior to commencement of work. If required, the list shall include the manufacturer’s specifications for each type of equipment and tool. TFC reserves the right to inspect equipment used in the performance of this Contract at any time. Any equipment found to be in an unsafe operating condition must be replaced immediately at Contractor’s expense. For those custodial tasks performed during regular business hours, the facilities must be serviced by vacuums and other equipment that do not exceed sixty-eight (68) decibels. Vacuums must utilize a two (2) – four (4) stage HEPA filtration system with ratings of 99.97% efficiency at 0.3 micron filtration. The minimum required equipment and tools defined in this Contract must be clean and in good operating condition at all times during the performance of the services herein. All equipment and tools required for a specific building, group of buildings, or assignment area must be permanently identified with the assignment number or building number. All equipment

shall have adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.

(b) To request a change from the most recent approved equipment and tool list, Contractor shall submit a written change request to the Contract Administrator defining the alternate tool and/or equipment to be replaced along with the manufacturer's specifications and a photo of the alternate equipment or tool. The Contract Administrator will approve the alternate equipment or tool if the alternate equipment:

- (i) is equal to or exceeds the original approved equipment and tool specifications;
- (ii) performs as well as the initial selection, as demonstrated by actual performance testing; and
- (iii) is determined to be in the best interest of TFC.

Any costs associated with evaluating alternate equipment or tools or changing to an alternate upon the request of Contractor shall be at no cost to TFC.

(c) Contractor shall maintain on file at the work site, in the main custodial office or TFC Property Manager's office, one (1) complete set of operating and maintenance instructions for all types, brands, and models of power equipment used in performance of the services under this Contract.

(d) All electrical equipment used by Contractor or Contractor's employees shall meet all applicable safety requirements. This shall include either the use of ground fault interrupters or a wiring inspection program to assure the integrity of ground pins, grounding continuity, strain relief, and insulation quality of plugs and cords. This equipment must operate at full rated performance levels using existing building circuits. It shall be the responsibility of Contractor to prevent the operation or the attempted operation of electrical equipment, or combinations of equipment, that require power exceeding the capacity of existing building circuits.

(e) Contractor shall furnish cellular phones for use by the Job Manager, each Supervisor, and Team Leads, as defined in Section 4.2 of this Contract, which operate independently in a facility. The cellular phones shall allow the Contract Administrator and TFC Property Manager to immediately communicate with the Job Manager, Supervisors, and other custodial employees. Contractors should include in custodial training programs that custodial employees are expected to not utilize personal cell phones, to conduct personal business, during work hours, and shall take appropriate action to ensure employees adhere to this requirement.

1.10. **MATERIALS AND SUPPLIES.** (a) Contractor shall provide all cleaning supplies and equipment necessary to carry out the scope of services of this Contract. No material shall be used that will damage floors, floor covering, fixtures, woodwork, painted surfaces, or furniture or which will create health or safety hazards. All products must be user friendly and

environmentally safe. Where a product is specified by TFC, there shall be no deviation without the express written permission of the Contract Administrator, in which case samples of proposed materials to be used shall be submitted to the Contract Administrator for approval. TFC may approve or disapprove any product prior to or during the term of this Contract.

(b) TFC shall provide dispensers for toilet paper, paper towels, hand soap, toilet seat covers, and deodorizers, if applicable, in all restrooms. In addition, TFC shall furnish dispensers in all break rooms for hand soap and paper towels, if applicable. If economically feasible and approved by the Contract Administrator, Contractor may provide dispensers for furnished products, if a standard dispenser size used by Contractor makes it more economical to utilize an alternate dispenser size. If provided, all dispensers furnished by Contractor become the property of TFC. If Contractor is approved to provide dispensers as referenced above, Contractor shall provide supplies for all TFC dispensers and for all waste. Contractor is not required to furnish feminine sanitary machine products. Contractor shall not install or remove any dispensers without having first received written approval to do so from Contract Administrator.

(c) All supplies used by Contractor under this Contract are subject to prior written approval by the Contract Administrator. Any deviations from approved supplies shall be approved by the Contract Administrator prior to use. All supplies shall be of equal or higher quality than the products listed below. TFC reserves the right to furnish all or a portion of the necessary supplies for Contractor's use in servicing one or more buildings under this Contract in any instance in which Contractor fails to provide all required supplies. If and to the extent TFC does furnish such supplies to Contractor, Contractor shall reimburse TFC for TFC's cost for the supplies, plus an additional twenty-five percent (25%) to cover TFC's related time, effort, and administrative overhead.

ITEM	MANUFACTURER
Toilet Paper (2 ply)	Georgia Pacific #19376 or 19880 EPA
Multifold Fold Towels–Recycled/Brown	Georgia Pacific #23304 EPA
Perforated Roll Towels–Recycled/Brown	Georgia Pacific #81464 or 82165
Large Trash Bags	Matera/Tyco # TY-HF404812N
Small Trash Bags	Matera/Tyco # TY-2325LB
Hand Soap–Antibacterial Foaming, Unscented	GP Pacific Garden # 48515
Hand Sanitizer–1 Liter Refill Bag	Purell #2156
Hand Sanitizer–1.2 Liter Refill Bottle, Gel	Purell #5456
Toilet Seat Covers	Georgia Pacific #47046
Urinal Screens	Spartan # SP-8000 or Tolco # TO-220149
Odor Neutralizer	Matera/TC # TC-401255

(d) When requested, Contractor shall provide a monthly report of the quantity of supplies used per building, and in a format and manner acceptable to the Contract Administrator.

(e) During sessions held by the Texas Legislature, which convene in regular session in January of each odd-numbered year, certain state facilities will experience a substantial increase in supply consumption for the months of January through May.

1.11. **CHEMICALS.** (a) Contractor shall furnish all chemicals/cleaning agents necessary to perform the services of this Contract. Contractor shall use only those brands and types of chemicals meeting the specifications contained herein and shall provide a list of all chemicals to be used in execution of this Contract to be approved by the Contract Administrator prior to commencement of work. Where practical, Contractor shall utilize chemicals and products with the lowest toxicity and volatile organic composition possible, which are still of sufficient strength to adequately perform as needed. Utilization of "Green Seal" or other similar products is encouraged, but not required. TFC reserves the right to reject any brand or type of chemical and order Contractor to substitute another product acceptable to TFC. Contractor shall maintain a copy of the Material Safety Data Sheet (hereinafter referred to as "MSDS") or equivalent forms, for all chemicals used in the performance of the services under this Contract and shall provide TFC Risk Management and the Contract Administrator with a copy. MSDSs shall be submitted prior to the start of work. The MSDS shall be posted in all closets where chemicals are stored and shall be multilingual to sufficiently accommodate non-English speaking employees assigned by Contractor to the building. All chemicals used shall have manufacturer's quality control batch numbers included on cases or containers.

(b) To request a change from the most recent approved chemical list, Contractor shall submit a written change request to the Contract Administrator which identifies the product use, the brand name, and the manufacturer's complete name, address and telephone number. In addition, Contractor shall attach a product brochure, the MSDS and chemical specifications to the written request. TFC will approve the alternate brand if such alternate:

(i) performs as well as or better than the chemical brands referenced in the specifications in this Contract;

(ii) causes no interference with the operational activities of TFC or damage to the facilities; and

(iii) is determined to be in the best interest of TFC.

Any additional costs associated with testing or using an alternate brand of chemical or with changing from one brand to another brand will be borne by Contractor, if the change was requested by Contractor.

(c) No ammonia, bleach, bleach-based powdered cleanser or any other type of chemical which does not meet the specifications included herein shall be used in the performance of the services under this Contract without the written approval of the Contract Administrator.

(d) Specifications for Water Emulsion-Type Floor Wax or Finish Remover. The following are the specifications for a commercial wax remover for use in stripping water emulsion floor wax or finish (including metal-link polymers) from vinyl, rubber, asphalt, and other composition floor surfaces and for use as a heavy-duty cleaner for ceramic and conductive floors. The product shall:

(i) be liquid of one (1) grade only;



(ii) be a homogeneous, highly concentrated free-flowing liquid so formulated that it may be diluted with clear water, composed of synthetic detergents, alkaline builders and sequestering agents which will not cause skin irritations when used in accordance with directions;

(iii) not contain any fatty acid soaps;

(iv) be stable and not lose its original effectiveness or otherwise deteriorate when stored for nine (9) months in a closed shipping container at room temperature;

(v) remove over ninety percent (90%) of previous wax film; and

(vi) remove grease, oils, waxes, gums, dirt and hard to remove soils from all recommended surfaces when used as directed.

(e) Specifications for Concentrated Neutral Detergent. The following are the specifications for one (1) grade of a liquid concentrated compound suitable for wet cleaning on painted and unpainted surfaces where hard or soft water prevails. The detergent shall be an effective cleaning agent for use on wood, rubber, asphalt tile, terrazzo, marble, concrete floors, and other surfaces and shall:

(i) be composed of synthetic organic detergents, sequestering, suspending, and other cleaning agents;

(ii) be assembled to form a homogeneous liquid with no more than a trace of suspended matter;

(iii) be biodegradable and mildly perfumed;

(iv) be non-caustic and contain no soap;

(v) contain no free alkali or ammonia;

(vi) contain no free oil, abrasives, or other harmful ingredients and shall not be irritating to the skin;

(vii) be effective at the emulsification of grease, oil and dirt;

(viii) have excellent free rinsing characteristics;

(ix) have moderate foam with excellent stability in presence of grease and oil; and

(x) be safe for use on all surfaces when used as directed.

(f) Specifications for Quaternary Ammonium Germicidal Detergent. The

following are the specifications for a liquid, quaternary ammonium compound of synthetic detergent and germicide compound designed for general cleaning and disinfecting in one (1) operation. The product shall:

- (i) be a blend of synthetic organic detergents, inorganic alkaline builders, water-softening agents, and synthetic quaternary ammonium germicide;
  - (ii) not contain any soap, mercury compounds, phenols, free chlorine, peroxide, formaldehyde, or materials that release such compounds when diluted according to directions;
  - (iii) for the germicidal agent, be a quaternary ammonium compound;
  - (iv) be biodegradable;
  - (v) have a minimum phenol coefficient of 10.0 against *Salmonella Typhosa* and *Staphylococcus Aureus*;
  - (vi) kill *Pseudomonas Aeruginosa* at a 1:128 dilution and must be effective against both gram positive and gram negative organisms;
  - (vii) meet all other requirements of the specifications in water up to and including 750 ppm of hardness;
  - (viii) for a 1:128 dilution of the product, exhibit a cleaning efficiency of not less than eighty percent (80%);
  - (ix) in solution, provide adequate but not excessive suds; and
  - (x) have a container label that states that the product is approved by the United States Environmental Protection Agency (hereinafter referred to as "EPA") for use as a non-misting stream, bears the EPA registration number confirming that the product is EPA approved for use in federally inspected meat packing and poultry processing establishments, is acceptable for use in medical and non-medical facilities and bears a label that defines the contents, instructions for use, and any hazard warnings as prescribed by current Occupational Safety and Health Administration (hereinafter referred to as "OSHA") regulations.
- (g) Specifications for Stainless Steel Cleaner and Polish. The following are the specifications for stainless steel cleaner and polish intended for use on stainless steel and other unpainted metal surfaces. The product shall:
- (i) not cake or powder in crevices or corners and leave no residue on the surface after polishing;
  - (ii) have a pleasant, mild odor and leave no residual odor on the polished surface; and

- (iii) contain no acids, alkali, wax, or abrasive material.

(h) Specifications for Liquid Glass Cleaner. The following are the specifications for liquid glass cleaner intended primarily for use on windows, mirrors, and other glass surfaces. The product shall:

- (i) be a blend of synthetic organic detergents, alcohol, solvents, and germicidal components;
- (ii) not contain any perfume, ammonia, or inorganic alkalis; and
- (iii) leave surfaces free from dust, grime, and ordinary soil material when properly applied.

(i) Specification for Acid-Type Bowl Cleaner. The following are the specifications for liquid, ready to use acid-type bowl cleaner for de-scaling and disinfecting toilet bowls and urinals. The product shall:

- (i) be a stable liquid and not lose effectiveness or otherwise deteriorate when stored in a closed container at room temperature for a period of one (1) year;
- (ii) be sufficient to remove soil, rust, lime scale and uric encrustation as well as disinfect and deodorize under normal conditions;
- (iii) not be detrimental to china and vitreous surfaces at full strength;
- (iv) not be detrimental to glazed and ceramic tile or stainless steel;
- (v) be non-fuming;
- (vi) contain an inhibitor to prevent the discoloration and deterioration of metal surfaces; and
- (vii) contain a stable organic synthetic detergent of the nonionic type, to increase the cleaning efficiency of the product.

(j) Specification for Water Emulsion-Type Concrete and Terrazzo Sealer. The following are the specifications for water emulsion-type concrete and terrazzo sealer, which is a water emulsion of polymers for use as a pre-coat on resilient floors, both porous and non-porous, and on non-resilient floors, such as concrete and terrazzo. The product shall:

- (i) for nonvolatile total solids, not be less than 15.6%;
- (ii) show no separation, gelling, creaming, or otherwise deteriorate in the container for a period of at least one (1) year;

(iii) meet or exceed the Chemical Specialties Manufacturers Association Bench Mark Standard for slip resistance as determined by the American Society for Testing Materials (hereinafter referred to as "ASTM") D-2047-69A, or a comparable standard to that used by Underwriters Laboratory;

(iv) shall not be tacky, in dry film form, when tested four (4) hours after application;

(v) when applied to resilient or non-resilient floors, not show effects such as whitening, discoloration, or in any way be injurious to the floor surface;

(vi) not be affected by twenty-four (24) hours contact with water;

(vii) be completely removable using a nylon abrasive pad and a good floor finish remover; and

(viii) have a clean smelling scent with no objectionable odors.

(k) Specification for Dry Foam Carpet Shampoo Concentrate. The following are the specifications for dry foam type carpet shampoo containing synthetic organic detergents, specially formulated solvents and brighteners. The product shall:

(i) be all synthetic, odorless in use, and not contain soap, acids, or harsh abrasives;

(ii) be suitable for use on all fibers including acrylics, nylon, polyester, rayon, cotton, and wool;

(iii) not produce objectionable fumes in use, leave lingering odors or tacky residues;

(iv) be clear and stable and be equally effective in hard or soft water;

(v) have a pH above 8.0;

(vi) contain a blend of synthetic organic detergents, solvents, sequestering agents and foam stabilizers; and

(vii) perform satisfactorily in the various carpet dry shampoo machines when diluted as per label directions.

(l) Specification for Metal-Link Polymer Floor Finish. The following are the specifications for self-polishing, slip resistant, all synthetic water emulsion floor finish intended for use on, and not detrimental to, sealed or finished wood surfaces, asphalt tile, linoleum, rubber, vinyl composition, painted concrete, terrazzo and cement surfaces. The product is to be used without dilution. Acid sensitive emulsions are excluded. The product shall:

- (i) consist of all synthetic components and contain no natural waxes;
- (ii) contain a minimum of fifteen percent (15%) nonvolatile material;
- (iii) consist of polyacrylic and polyethylene components, polymers shall be metal-linked to provide excellent detergent resistance;
- (iv) be safe for use on all kinds of floors including asphalt, vinyl, linoleum, terrazzo, marble, sealed wood, cork, rubber, and other composition tile surfaces;
- (v) produce a colorless, non-slip, water resistant coating having a very high gloss;
- (vi) be re-coatable within thirty (30) minutes after prior coat has dried, second coat shall not whiten nor lift the first coat and it shall produce enhanced gloss;
- (vii) resist scuffing, powdering and scratching under traffic to a satisfactory degree and shall respond to buffing;
- (viii) resist wet cleaning with alkaline detergents without being removed from the floor and without destroying gloss, but be readily removable by industrial and institutional wax strippers, removability properties may be tested in accordance with ASTM D-1792-66;
- (ix) not be acid sensitive and shall resist acidic cleaners and strippers, including acidic soft drinks and fruit juices;
- (x) be non-yellowing on the floor;
- (xi) be completely waterproof within twelve (12) hours after application; and
- (xii) be free from objectionable odor and must not develop an offensive odor upon storage in the original, unopened container.

1.12. **MINIMUM OF EQUIPMENT, TOOLS, CHEMICALS, AND SUPPLIES FOR ROUTINE AND DAILY WORK.** (a) Contractor shall ensure, prior to the beginning of each work shift, that each custodial closet, custodial cart, and custodial employee is provided with the equipment, tools, chemicals, and supplies necessary to complete their assigned daily tasks.

(b) Contractor shall provide each custodial employee who is performing services in areas with non-carpeted floors, at a minimum, the following equipment and supplies:

- (i) mop head and handle, standard or microfiber including adequate number of pads;
- (ii) mop bucket/cart with wringer or bucket/cart appropriate for microfiber materials;

- (iii) plastic dustpan;
- (iv) twenty-four inch (24") treated dust mop or forty-eight inch (48") treated dust mop to be used in large corridors and open areas;
- (v) push broom, if needed for rough or unsealed concrete floors;
- (vi) deck brush with handle, only required for rough or unsealed floors;
- (vii) spray bottle of spray-buff solution made from water and floor finish, only required for custodial employees who perform spray-buffing;
- (viii) small straight broom;
- (ix) can of aerosol fluorocarbon for removal of gum; and
- (x) two (2) "Caution - Wet Floor" signs.

(c) Contractor shall provide each custodial employee who is performing services in restrooms, showers or locker rooms, at a minimum, the following equipment and supplies:

- (i) glass cleaner;
- (ii) bowl brush;
- (iii) bowl cleaner and germicidal detergent concentrate;
- (iv) push broom;
- (v) mop head and handle, standard or microfiber including adequate number of pads;
- (vi) mop bucket/cart with wringer or bucket/cart appropriate for microfiber materials;
- (vii) metal polish and cleaner;
- (viii) two (2) "Caution - Wet Floor" signs;
- (ix) rubber gloves; and
- (x) graffiti remover.

1.13. **REQUIRED MAJOR EQUIPMENT FOR ROUTINE WORK.** The following minimum list of equipment is necessary to complete the stated objectives for each facility and Contractor must provide sufficient quantities of the equipment for the performance of these services:

- (i) rolling containers for trash/recycle removal;
- (ii) high speed floor machine/or dual-speed scrubber/buffer;
- (iii) wet/dry tank vacuum;
- (iv) upright carpet vacuum and/or backpack;
- (v) shelf-type custodial cart; and
- (vi) small pump-up sprayer.

1.14. **CLEANING RULES.** The following rules shall apply to all Contractor employees performing services under this Contract.

(a) **Occupied Areas.** Areas occupied by State employees shall be bypassed only if requested by the state employee(s), otherwise the area shall be cleaned. If an area is vacated prior to Contractor's custodial employees' departure from the area/floor, custodians shall return and perform the required services. Areas not cleaned due to occupancy shall be reported no later than 8:00 a.m. the following morning by the Job Manager or designee, to the TFC Property Manager for the relevant building. Contractors may complete a "Do Not Service" form or a Floor Checklist to document these instances or requests. Forms should be left with, or sent to, the TFC Property Manager.

(b) **Entrances and Doorways.** All work assignments which include entrances and doorways shall include thresholds and door frames extending one foot into the adjacent area/buildings, if buildings are connected to other buildings not serviced by Contractor.

(c) **Storage Space.** Contractor shall store required supplies, materials, and equipment in storage areas and custodial closets designated by TFC. Contractor shall keep these areas neat, clean and locked at all times and comply with applicable safety and fire regulations. Space in TFC's facilities furnished to Contractor, subject to the approval of the Contract Administrator, for storage, supply, or janitorial closet space must be locked, cleaned, and maintained by Contractor.

(d) **Uniforms.** Contractor's custodial employees shall wear uniforms. Uniforms may be company t-shirts, smocks, or other approved apparel, must be all of one uniform consistent color or design, and must be approved by the Contract Administrator. Contractor's custodial employees shall wear clean, presentable pants (no shorts). Job Managers and Supervisors, may wear a distinguishing style of uniform, but must maintain a company consistent color, design or logo to aid in identification.

(e) **Gratuities.** Contractor shall instruct all personnel that no gratuities shall be solicited or accepted for any reason whatsoever from the employees of TFC, other state employees that work in the buildings listed in Exhibit A – Building List, or from any other person on TFC property.

(f) Visitors. No visitors shall be allowed in any state building, beyond the areas open to members of the public, including spouses or children of Contractor's employees, unless they are bona fide employees of Contractor.

(g) Intoxicants and Illegal Drugs. Intoxicants or illegal drugs shall not be brought onto state property. The use of any kind of intoxicants or illegal drugs while on duty by Contractor's employees may result in termination of the Contract by TFC.

(h) Use of State Equipment. Contractor and Contractor's employees shall not use state equipment including, but not limited to, computers, telephones, facsimile machines, copiers, printers, calculators, or typewriters, except for phone use in cases of emergency or to respond to work requests from TFC or the occupying state agency of the building to which they are assigned. Misuse of this equipment may result in termination of the Contract.

(i) Soliciting. Soliciting is prohibited on TFC premises. Contractor shall inform its employees of this policy prior to commencing services under the Contract.

(j) Needed Repairs or Damages. The Job Manager, shall promptly notify the Contract Administrator for the relevant building, of needed repairs and/or damages to fixtures, buildings, and appurtenances. Any item of a critical, priority, or emergency nature shall be reported to the Contract Administrator immediately upon discovery.

(k) Personnel. Contractor agrees to employ competent personnel meeting the requirements outlined in the terms and conditions of this Contract, who shall be satisfactory to TFC. The Job Manager assigned to perform services under this Contract may not be reassigned, or a replacement Job Manager shall not be re-assigned to this Contract without the prior written notification to and approval from the Contract Administrator.

(l) Lights. Custodial employees shall turn off all lights in office suites, and interior office spaces, upon departing from the space at the end of the workday, if the area is unoccupied.

1.15. **INSPECTIONS.** After transition of incoming Contractors to new facilities, typically thirty (30) days after Contract award, TFC will begin conducting randomly scheduled on-site, formal inspections without notification. On-site inspections may occur before this time, but will be used as a corrective measure.

(a) Acceptability of Work. The Contract Administrator shall determine the acceptability of all services performed under this Contract. Definition of terms and standards set forth in this Contract will be used in evaluating services. If discrepancies are noted, and conditions are not acceptable, Contractor shall review and correct all problem areas immediately. Failure to maintain an acceptable level of service may result in the assessment of actual damages, removal of one or more buildings from the Contract and/or termination of the Contract. Actual damages shall be determined by TFC and will reflect the cost to TFC to provide, or cause to be provided, any task that was not provided by Contractor or was not provided at the adequate level of service required pursuant to the Contract. If TFC elects to assess actual damages, the amount of such actual damages may be withheld by TFC from monthly compensation that would



otherwise be due to Contractor under Section 3.1 of this Contract for the first monthly maintenance charges invoiced by Contractor subsequent to TFC's election to assess such damages.

(b) **Informal Inspection.** At any time during the term of this Contract, TFC staff may perform a walk-through informal inspection. If unsatisfactory results are noted, the Contract Administrator will notify in writing or by work order, a copy of the list of deficiencies to Contractor who must take prompt action to: (i) correct the noted deficiencies within forty-eight (48) hours, and (ii) provide to Contract Administrator written documentation of the actions taken.

(c) **Monthly Formal Inspection.** At least once per month, the Contract Administrator or TFC inspector will conduct a formal walk-through inspection. Contractor may accompany TFC personnel during this inspection, if desired. If repeat deficiencies are found and not corrected immediately, informal corrective action will be requested of Contractor. Informal corrective action is defined as a verbal request or warning to Contractor to take appropriate correction action. Repeat deficiencies and/or cited violations may lead to a formal corrective action plan as further defined in Section 2.4 that may include, but is not limited to, withholding of a portion of the payment otherwise due to Contractor under this Contract, and/or termination of the Contract.

1.16. **KEYS FOR STATE BUILDINGS.** (a) TFC will provide Contractor with keys for the buildings listed in Exhibit A – Building List. Contractor shall not make, or allow to be made, duplicate copies of the keys issued pursuant to this Contract. If Contractor needs additional keys beyond the number of keys provided by TFC, Contractor must request keys in writing and state why additional keys are necessary. All keys remain the property of TFC, at all times, and shall be surrendered immediately to the Contract Administrator upon request. An audit by the Contract Administrator of the key inventory may be made at any time. For any lost keys, Contractor shall be responsible for the cost of re-keying any and all locks and keysets throughout the affected facility. If TFC determines that Contractor has made additional keys, or allowed additional keys to be made, or Contractor cannot account for the number of keys issued by TFC to Contractor, TFC may immediately terminate the Contract and assess actual damages for the cost of re-keying the affected facility.

(b) A lock box will be provided by TFC and stored in a designated custodial closet or other designated location to securely store the keys to be used by Contractor. All keys shall remain in the building at all times. If during the term of this Contract, TFC changes locks on the building(s) for reasons other than the fault of the Contractor, TFC will provide Contractor with new keys.

1.17. **CONTRACTOR ACCESS.** Access routes, entrance gates or doors, parking and storage areas, and other necessary Contractor access, along with any imposed time limitations shall be designated by TFC's Contract Administrator. Contractor shall conduct operations in strict observation of the access routes and other areas established. Under no circumstances shall any of Contractor's personnel, vehicles, or equipment enter or move upon any area not authorized by TFC's Contract Administrator for access by Contractor. Contractor employees may be issued

parking permits, depending upon specific facility requirements. Such employees shall be subject to screening by the Department of Public Safety in order to receive these credentials.

1.18. **EXISTING UTILITIES AND STRUCTURES.** Contractor shall adequately protect the work, TFC's property, adjacent property, and the public. In the event of damage to facilities as a result of Contractor's operations, Contractor shall take immediate steps to notify the Contract Administrator and subsequently repair or restore all services and facilities to the satisfactory approval of the Contract Administrator. Further, Contractor shall engage any additional outside services which may be necessary to facilitate repairs until services and facilities are restored. All costs involved in making repairs and restoring disrupted services and facilities shall be borne by Contractor, and Contractor shall be fully responsible for any and all claims resulting from the damage. The Contract Administrator may elect to perform such repairs and deduct the cost of such repairs, replacements, and outside services from amounts due to Contractor. Upon the approval of the Contract Administrator, Contractor shall have the right to utilize air, water, gas, steam, electricity, and similar items of expense from existing outlets at TFC property.

1.19. **SECURITY AND IDENTIFICATION.** Contractor shall abide by all procedures and rules as conveyed by TFC's Contract Administrator regarding security requirements of the property where work is to be performed. Contractor employees must wear either uniforms or appropriate clothing identifying them as employees of the Contractor at all times when working in TFC facilities. Shorts and/or muscle shirts shall not be worn at any time. Contractor personnel must have a TFC supplied identification badge visible at all times when working in TFC facilities.

1.20. **SMOKING.** All facilities where work is to be performed are nonsmoking buildings. Contractor's employees are prohibited from smoking in all areas except in areas designated for smoking.

1.21. **EXAMINATION OF PREMISES.** Contractor shall be responsible for examining all facilities where waste removal services will take place and shall be familiar with the conditions under which the work will be accomplished. Contractor shall inspect existing conditions and container locations prior to commencing services.

1.22. **HOLIDAYS.** The holidays observed by TFC are listed on Exhibit E – State of Texas Holiday Schedule. Except during regular or special sessions of the Legislature of the State of Texas, TFC does not specifically require Contractor to work on these holidays but does require Contractor to fulfill the requirements of the Contract. During regular or special sessions of the Legislature of the State of Texas, Contractor is required to provide services to the standards provided for in this Contract on any day that state workers are present in the facilities affected by this Contract. If this requires Contractor to work on holidays or skeleton crew days observed by TFC or Contractor, then Contractor shall fulfill obligations required under this Contract at no additional expense to TFC.

1.23. **BUSINESS OFFICE.** Contractor shall have a local physical office with local telephone service. Contractor shall advise TFC of all current phone numbers. The use of a recording or answering device, or an answering service, is not acceptable except for after regular business hours as set out in Section 1.1. Contractor shall provide the Contract Administrator an

emergency twenty-four (24) hour response number to allow immediate contact of the authorized Job Manager. TFC may provide office and storage space, at no expense to Contractor, subject to availability and as reasonably necessary, for the performance of Contractor's duties under this Contract. If Contractor is provided office space in a state-owned facility, it may only be accessed by Contractor personnel that have been screened and provided a badge by TFC.

## II. TERM.

2.1. **CONTRACT AWARD.** (a) This Contract shall be effective as of September 1, 2019 and shall expire on August 31, 2021, unless extended by the parties by amendment to this Contract or terminated earlier, as provided in Section 2.2 below. This Contract may be renewed for one (1) additional two (2) year period. Any renewals shall be at the same terms and conditions, plus any approved changes.

(b) Notwithstanding the termination or expiration of this Contract, the provisions of this Contract regarding confidentiality, indemnification, transition, records, right to audit and independent audit, property rights, dispute resolution, invoice and fees verification, and default shall survive the termination or expiration dates of this Contract.

2.2. **TERMINATION.** (a) Termination with Default. TFC may terminate this Contract immediately for default by providing written notice to Contractor of such termination if the Contractor fails to execute the work properly, performs work in an unsatisfactory manner, or fails to perform any provision of the Contract. In the event of abandonment or default, Contractor will be responsible for paying damages to TFC, including but not limited to, the cost to resolicit this Contract and any consequential damages to the State of Texas or TFC resulting from Contractor's non-performance. The defaulting Contractor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work, unless the scope of work is significantly changed.

(b) Termination without Default. TFC may, at its sole option and discretion, terminate this Contract at any time, for any reason whatsoever, in whole or in part, by giving written notice (the "Notice of Termination") to Contractor at least thirty (30) days prior to the effective date of termination or reduction in the scope of work. In the event of termination by TFC under this subsection, Contractor shall be governed by the terms and conditions, and shall perform the acts outlined in the following Section 2.2(c) below.

(c) Implementation of Termination. Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination and until such date shall, to the extent stated in the Notice of Termination, do such work as may be necessary and be compensated only for such work as may be necessary as determined by Contract Administrator to preserve the work in progress and to protect materials, properties, and equipment. In the event of termination by TFC, TFC shall pay Contractor for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work in accordance with the prices included in the scope of work.

(d) Termination by Contractor. Contractor may terminate the Contract upon providing sixty (60) days' written notice to TFC. In the event of termination by Contractor, Contractor shall be governed by the terms and conditions of this Contract, and shall perform the acts outlined in Section 2.2(c) above. Contractor will be held responsible for additional cost incurred from the termination of this Contract.

2.3. **UNSATISFACTORY PERFORMANCE.** (a) If Contractor fails to maintain an acceptable level of service, or if in the judgment of the Contract Administrator, Contractor's methods are not adequate to ensure completion of all required services per the allotted schedules, the Contract Administrator may direct Contractor, at no additional cost to TFC, to revise work schedules or manpower/man-hours to ensure completion of the services. Failure to perform any of the obligations in this Contract shall be considered nonperformance of services and may result in informal corrective actions, formal corrective action plans, withholding of payment, removal of a building(s) and/or termination of this Contract.

(b) Without limitation on the foregoing, TFC may consider the following levels of performance by Contractor as unsatisfactory. An unsatisfactory performance determination includes, but is not limited to the following:

(i) excessive turnover in management or supervisory staff causing recurring instances in which a Team Lead, Supervisor, or Job Manager, fails to consistently provide required building supervision;

(ii) repeated failure to adequately staff buildings as needed to cover for vacancies in custodial staff;

(iii) excessive work order/complaints reflecting failure to adequately train custodial employees in required or otherwise appropriate cleaning procedures;

(iv) receipt of more than five (5) negative customer surveys per month;

(v) failure to resolve no less than ninety percent (90%) of customer or tenant complaints within twenty-four (24) hours following receipt of the complaint;

(vi) repeated poor or unacceptable performance of work, theft, abusive language or behavior, or improper attire on behalf of Contractor's employees;

(vii) failure to maintain the minimum required equipment and tools, as required pursuant to this Contract, in clean and good operating condition;

(viii) failure to provide the minimum required equipment, tools, supplies, materials, and chemicals to custodial employees as set forth in this Contract;

(ix) failure to produce all required reports to TFC or the Contract Administrator, as required;

(x) failure to correct any deficiency forwarded by the Contract Administrator within forty-eight (48) hours; and

(xi) repeated failure to notify Contract Administrator and/or return badges to TFC within three (3) business days of notice of employment termination.

2.4. **CORRECTIVE ACTION PLAN.** (a) If TFC discovers issues of unsatisfactory performance as set forth in Section 2.3 above that need to be corrected or accomplished, TFC may request a "Corrective Action Plan" from Contractor. Upon request from the Contract Administrator, Contractor shall deliver a Corrective Action Plan within ten (10) business days and it must be approved by the Contract Administrator. The Corrective Action Plan must address and correct all unsatisfactory performance within thirty (30) days of implementation. Failure to correct the unsatisfactory performance within the allotted time shall be grounds for termination. Failure to correct all identified elements of unsatisfactory performance included in the notice requesting the Corrective Action Plan within the time as set forth in this paragraph, shall entitle TFC to avail itself of one or more of the following remedies at TFC's sole discretion:

(i) TFC's removal of one or more facilities, services, or group of services, from the scope of this Contract; or

(ii) TFC's termination of this Contract, immediately without notice to Contractor, or otherwise with such notice as TFC elects to provide.

(b) If Contractor is required to deliver and perform more than one (1) Corrective Action Plan within any period of twelve (12) continuous months during the term of this Contract, and regardless of whether or not Contractor successfully completes such Correction Action Plans, TFC may consider such conduct to amount to Contractor's continuing material nonperformance of services under this Contract. In such an event, TFC shall be entitled to avail itself of one or more of the following remedies at TFC's sole discretion:

(i) TFC's removal of one or more facilities from the scope of this Contract;

(ii) TFC's imposition of liquidated damages on Contractor in an amount equal to ten percent (10%) of Contractor's revenue hereunder from the date TFC first notified Contractor of the need for the initial Correction Action Plan until the date on which Contractor is required to complete its most recently required Corrective Action Plan; and/or

(iii) TFC's termination of this Contract, immediately without notice to Contractor, or otherwise with such notice as TFC elects to provide, in its sole discretion.

2.5. **NO LIABILITY UPON TERMINATION.** If this Contract is terminated for any reason, TFC and the State of Texas shall not be liable to Contractor for any damages, claims, losses, or any other amounts arising from or related to any such termination absent an award of damages pursuant to Texas Government Code, Chapter 2260.

### III. CONSIDERATION.

3.1. **CONTRACT LIMIT AND FEES AND EXPENSES.** (a) The total amount of this Contract shall not exceed the sum of Two Million Seven Hundred Thirty-Four Thousand Eight Hundred and No/100 Dollars (\$2,734,800.00). This amount includes the Fiscal Year 2020–21 contract base fee of Two Million Four Hundred Sixty-Four Thousand Eight Hundred and No/100 Dollars (\$2,464,800.00) and Two Hundred Seventy Thousand and No/100 Dollars (\$270,000.00) to cover any Additional Services, as defined in Section 3.3 below. Pricing fees will be invoiced in accordance with Exhibit D – Compensation and Fees and for the scope determined by the TFC Contract Administrator. Any changes to the not-to-exceed amount or pricing fees set forth in Exhibit D – Compensation and Fees shall be submitted to TFC for review and shall be approved by amendment to this Contract.

(b) If, at any time during the term of this Contract, Contractor reduces the comparable price of any article or service covered by the Contract to customers other than TFC, the prices charged to TFC for such articles or services shall also be reduced proportionately. Such reduction shall be effective at the same time and in the same manner as the reduction in price to customers other than TFC. In addition to invoicing at the reduced prices, Contractor shall furnish promptly to TFC complete information regarding the reduction.

3.2. **PAYMENTS TO CONTRACTOR.** (a) Payments to Contractor will be made on a monthly basis and within thirty (30) days from receipt of a correct invoice or billing statement in accordance with the Texas Government Code, Chapter 2251, known as the Texas Prompt Payment Act. An invoice is considered received on the date it is date stamped by TFC. Contractor will be paid for completion of work accepted and approved by TFC's Contract Administrator.

(b) Contractor will be paid for work performed to the end of the preceding month, provided that the work required to be performed under the Contract shall have been fully and satisfactorily completed, accepted, and approved by TFC's Contract Administrator.

(c) Contractor shall invoice TFC for work performed by vendor identification number, building, and purchase order number. Invoices must include the purchase order number. Address for submission is: Texas Facilities Commission, Accounts Payable, P.O. Box 13047, Austin, Texas 78711-3047 or via email at [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us).

3.3. **ADDITIONAL SERVICES AND ADJUSTMENTS.** (a) "Additional Services" are those services not included in Article I of this Contract which may be requested by TFC at any time for the duration of this Contract. Upon request by TFC for Additional Services, Contractor shall prepare and submit to TFC a proposal for such services requested. Additional Services will be charged at the rate set forth in Exhibit D – Compensation and Fees and shall be documented by Delivery Release to this Contract.

(b) Additional Services may also include the addition of facilities for which no unit price was included in, and may be added to this Contract provided TFC and Contractor agree to a unit price. Prices for any additional facilities shall be calculated by comparing pricing to similar

services included in Exhibit D – Compensation and Fees. The addition of facilities shall be documented by amendment to this Contract.

(c) At any time, TFC may adjust the Contract, in whole or in part with notice to Contractor. An adjustment will be made when a service is no longer required and shall be documented by amendment to this Contract.

#### IV. CONTRACTOR PERSONNEL.

4.1. **REQUIRED QUALIFICATIONS.** At all times during the term of the Contract, Contractor shall have available, under direct employment and supervision, the necessary qualified personnel, organization, and facility to properly fulfill all the terms and conditions of this Contract. All employees of Contractor shall be no less than seventeen (17) years of age with a minimum of at least one (1) year of full-time experience in the type of work to be performed.

4.2. **REQUIRED PERSONNEL.** Contractor is required to supply an adequate number of properly trained personnel, to fulfill all Contractor obligations under this contract. Personnel shall be able to communicate with TFC personnel and building employees in English at the minimum level necessary to understand routine custodial requests and provide appropriate responses. Any personnel who do not utilize English as a primary language should be trained to respond to requests with how to contact their supervisor. Contractor shall keep on file and furnish to the Contract Administrator, upon request, a routine work organizational chart and a separate projects organizational chart. Organizational charts shall be updated as needed or requested. The organizational charts shall show assigned work areas of each employee by name, position and shift hours. Contractor shall assign qualified personnel to fill the following roles for work performed under this Contract.

(a) Job Manager. Contractor shall provide a "Job Manager," who shall be acceptable to TFC and named prior to any performance of services under this Contract. The Job Manager shall be the person who has the authority to act on behalf of Contractor, at all times, to carry out the provisions of this Contract. The Job Manager must be knowledgeable and well versed in all aspects of the Contract and its specifications and shall personally inspect the custodial tasks and results of custodial employees in all areas to ensure that uniform first class workmanship is continually maintained and that all tasks required under this Contract are being performed. The Job Manager is required to be on site within two (2) hours of notification from TFC. The Job Manager shall be responsible for first-line management of all Contractor custodial employees if the Job Manager's responsibilities are limited to one facility where the Job Manager acts as Supervisor and remains on site at the same facility until the daily contractual requirements are fulfilled. Contractor shall provide the Contract Administrator the telephone number and/or pager number of the Job Manager for contact in case of emergencies. When requested by the Contract Administrator, the Job Manager shall conduct inspections of the facilities together with the Contract Administrator and, within twenty-four (24) hours of the inspection, provide a written report to the Contract Administrator, in a format approved by TFC. TFC reserves the right to change the frequency of the inspections as it deems necessary. Job Manager must be able to communicate fluently in English.

(b) Supervisor. A "Supervisor" shall be the person who has the authority to supervise Contractor's employees to ensure compliance with the specifications and provisions of this Contract. Supervisors shall be under the direct supervision of the Job Manager. Supervisors are allowed to perform custodial duties; however, their main job duties shall be to personally inspect the custodial tasks and results of custodial employees in all areas to ensure the uniform first class workmanship is continually maintained. Supervisors shall remain at the facility to which they are assigned to supervise Team Leaders, as defined below, and other employees until the daily contractual requirements of that assigned facility are fulfilled, at which time they are released to other facilities, if applicable. Supervisors cannot be responsible for more than two (2) facilities at a time and four (4) Team Leaders plus fourteen (14) custodial employees. Supervisors shall be present at one (1) of the two (2) facilities at all times that custodial employees are working. All Supervisors must be able to communicate fluently in English.

(c) Team Leader. A "Team Leader" shall be the person under the supervision of a Supervisor or Job Manager, if acting as a Supervisor, and has authority to supervise not more than six (6) custodial employees to carry out the specifications and provisions of this Contract. Team Leaders shall personally inspect the custodial tasks and results of the custodial employees to ensure that uniform first class workmanship is continually maintained and that the custodial employees are complying with all aspects of the Contract. Team Leaders must remain at the facility to which they are assigned, at all times, and continually supervise the custodial employees assigned to them.

(d) Day Porter. A "Day Porter" shall be the person(s) under the supervision of a Supervisor or Job Manager. A Day Porter is a custodial employee who in addition to performing daily tasks identified under this Contract shall also be responsible for responding to work orders that may arise daily.

(e) Custodial Employees. Custodial employees are employees, assigned to perform individual custodial tasks, with no supervisory responsibilities. Custodial employees who are assigned in areas which will likely directly interface with tenant staff shall be able to understand and communicate in English at a basic level. No specific number of custodial employees are assigned per building, or mandated by this contract, but Contractor is required to have enough custodial staff to complete all services, correctly, on-time, and within expectations set forth in this Contract. Contractor is responsible for moving staff as needed to cover for vacancies, sick leave, vacations, etc. Repeated failure to provide sufficient employee staffing to meet Contract requirements may result in TFC's determination that Contractor shall be required to create and execute a Corrective Action Plan, in accordance with the terms of Section 2.4 of the Contract.

4.3. **REMOVAL OF PERSONNEL.** TFC may request that Contractor replace unsatisfactory personnel, which request shall not be unreasonably denied. In addition, TFC may request that Contractor remove any employee for cause, including but not limited to, poor or unacceptable performance of work; theft, abusive language or behavior, or improper attire. Repeat occurrences of this type may be cause for termination of the Contract.

4.4. **ABSENTEEISM AND VACATION.** Contractor is responsible for moving staff as needed to cover for vacancies, sick leave, vacations, etc. Failure to provide sufficient employee staffing to



meet Contract requirements may result in TFC's determination that Contractor shall be required to create and execute a Corrective Action Plan, in accordance with the terms of Section 2.4 of this Contract. Contractor shall provide any and all relief personnel or overtime personnel, as necessary, at no cost to TFC to ensure that the provisions of this Contract are performed.

4.5. **TRAINING.** (a) Contractor shall have an ongoing training program to provide each employee used in the performance of work under this Contract with adequate training to perform the work competently as defined in the scope of work. Contractor must agree to modify the program if requested by TFC. The training program shall remain the sole and exclusive property of Contractor.

(b) The program shall include, at a minimum, training for each of the ten (10) training subjects shown below:

- (i) orientation;
- (ii) introduction to assignments;
- (iii) chemicals;
- (iv) tools and equipment;
- (v) general procedures;
- (vi) restroom cleaning;
- (vii) common mistakes;
- (viii) spray-buffing;
- (ix) safety; and
- (x) recycling, to be administered by TFC recycling staff annually.

(c) Contractor shall conduct an annual training for all employees on hazardous chemicals and recycling, and provide signed documentation of such training by each employee.

(d) Contractor shall maintain a training record for each employee. The training record shall include, at a minimum, the employee's name, date of employment, and the type and date of each training class attended. Such records shall be made available to the Contract Administrator upon written request. The Contract Administrator may, from time-to-time, monitor the conduct of such training classes. Each employee performing services under this Contract shall be adequately trained in the subjects listed above within the first two (2) weeks of the Contract start date. Employees hired during the term of this Contract shall be trained in the above subjects within two (2) weeks from their date of hire.

(e) Contractor shall provide all necessary equipment and supplies to conduct the training required under this Contract.

4.6. **DAILY SIGN-IN LOGS.** Contractor shall keep on file and make available upon verbal request, a daily custodial crew sign-in log, in a format approved by the Contract Administrator. Repeated failure to maintain an up-to-date sign-in log may result in TFC's determination that Contractor shall be required to create and execute a Corrective Action Plan, in accordance with the terms of Section 2.4 of this Contract.

4.7. **QUARTERLY OR MONTHLY EMPLOYEE REPORTS.** (a) Within five (5) working days of the end of each state fiscal year quarter, which is in November, February, May, and August, during the term of this Contract, Contractor shall provide to Contract Administrator, a report reflecting the names, badge access numbers, and daily hours worked of Contractor employees/subcontractors employed as of the last working day of the state fiscal year quarter.

(b) Contractor may be asked to provide a monthly report reflecting the names, badge access numbers, and daily hours worked as requested by the Contract Administrator.

4.8. **CONTRACTOR ACCESS BADGE RETURN.** Contractor must notify and return badges to TFC upon notification of employment termination. These actions must occur no later than three (3) business days of the last day the employee works. In the case of repeated offenses, Contractor may be subject to disciplinary actions as stated in Section 2.4 above.

4.9. **SUPPLY INVOICES.** Upon request by the Contract Administrator, Contractor shall provide copies of supply invoices.

4.10. **GENERAL AND CRIMINAL BACKGROUND CHECKS.** (a) Contractor represents and warrants that Contractor and Contractor's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, Contractor has fully advised TFC as to the facts and circumstances surrounding the conviction.

(b) Contractor's employees and subcontractors that will complete any work on site at a state-owned property may be subject to a criminal background check. Any expense associated with such criminal background check shall be borne by Contractor. If requested by TFC, a complete criminal background check shall be completed before any employee performs services at the site, and may be requested at any time thereafter. Criminal background checks must be accomplished by the Texas Department of Public Safety ("DPS"), which includes fingerprint processing by an independent third-party company selected by DPS. Upon receipt of the fingerprints of Contractor's employees and/or subcontractors, DPS or TFC, will adjudicate the results of the criminal background searches in accordance with the criteria set forth in Exhibit F – Criminal Background Checks and Application Guidelines, attached hereto and incorporated herein for all purposes.

4.11. **CONTRACTOR COOPERATION.** (a) Contractor agrees to conduct all of its services under this Contract by and through appropriate communications with the Contract Administrator.

No work, installation or other services shall be undertaken by Contractor except with the prior written direction of the Contract Administrator.

(b) Contractor understands and agrees that work, installation or any other service performed without the prior written direction of the Contract Administrator is work outside the scope of this Contract and shall be performed exclusively at Contractor's risk.

(c) Contractor agrees to employ competent personnel meeting the requirements outlined in the specifications, who shall be satisfactory to TFC. Personnel assigned to perform services under this Contract may not be reassigned without the prior written approval by the Contract Administrator.

(d) Contractor agrees to cooperate and coordinate its work and services with that of other service providers retained by TFC. Upon discovery of an apparent conflict in the sequencing of work or service with another service provider, Contractor shall report the concern to the Contract Administrator who will resolve the conflict.

4.12. **E-VERIFY.** (a) By entering into this Contract, Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system, in accordance with the U.S. Department of Homeland Security's rules, to determine the eligibility of:

(i) all persons employed to perform duties within the State of Texas, during the term of the Contract; and

(ii) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the Contract, within the United States of America.

(b) Contractor shall provide, upon request of TFC and if available, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three (3) most recent hires that match the criteria above, by the Contractor, and Contractor's subcontractors, as proof that this provision is being followed. If this certification is falsely made, the Contract may be immediately terminated, at the discretion of TFC, and at no fault to TFC, with no prior notification. Contractor shall also be responsible for the costs of any re-solicitation that TFC must undertake to replace the terminated Contract.

(c) For persons not eligible for E-Verify screening, Contractor (including subcontractors) shall provide, upon request by TFC, another form of documentation of proof of eligibility to work in the United States of America.

## **V. STATE FUNDING.**

5.1. **STATE FUNDING.** (a) This Contract shall not be construed as creating any debt on behalf of the State of Texas and/or TFC in violation of Tex. Const. art. III, § 49. In compliance with Tex. Const. art. VIII, § 6, it is understood that all obligations of TFC hereunder are subject

to the availability of state funds. If such funds are not appropriated or become unavailable, this Contract may be terminated. In that event, the parties shall be discharged from further obligations, subject to the equitable settlement of their respective interests accrued up to the date of termination.

(b) Furthermore, any damages due under this Contract should not exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the breach; provided, however, the foregoing shall not be construed as a waiver of sovereign immunity.

## **VI. RECORDS, AUDIT, PROPRIETARY INFORMATION, AND PUBLIC DISCLOSURE.**

### **6.1. SUPPORTING DOCUMENTS, RETENTION; RIGHT TO AUDIT; INDEPENDENT AUDITS.**

(a) Contractor shall maintain and retain supporting fiscal and any other documents relevant to showing that any payments under this Contract were expended in accordance with the laws and regulations of the State of Texas, including but not limited to, requirements of the Comptroller of the State of Texas and the State Auditor. Contractor shall maintain all such documents and other records relating to this Contract and the State's property for a period of seven (7) years after the date of submission of the final invoices or until a resolution of all billing questions, whichever is later. Contractor shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Contract. Contractor and any subcontractors shall provide the State Auditor with any information that the State Auditor deems relevant to any investigation or audit. Contractor must retain all work and other supporting documents pertaining to this Contract, for purposes of inspecting, monitoring, auditing, or evaluating by TFC and any authorized agency of the State of Texas, including an investigation or audit by the State Auditor.

(b) Contractor shall cooperate with any authorized agents of the State of Texas and shall provide them with prompt access to all of such State's work as requested. The acceptance of funds by Contractor or any other entity or person directly under this Contract, or indirectly through a subcontract under this Contract, shall constitute acceptance of the authority of the State Auditor to conduct an audit or investigation in connection with those funds. Contractor acknowledges and understands that the acceptance of funds under this Contract shall constitute consent to an audit by the State Auditor, Comptroller or other agency of the State of Texas. Contractor shall ensure that this paragraph concerning the State's authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards. Furthermore, under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the State Auditor must provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit.

**6.2. CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is:

- (i) confidential by law;

- (ii) marked or designated “confidential” (or words to that effect) by TFC; or
- (iii) information that Contractor is otherwise required to keep confidential by this Contract.

6.3. **PUBLIC RECORDS.** Notwithstanding any provisions of this Contract to the contrary, Contractor understands that TFC will comply with the Texas Public Information Act, Texas Government Code, Chapter 552. If contacted by TFC, Contractor will cooperate with TFC in the production of documents responsive to the request. Contractor agrees to provide the documents responsive to the request in the format and within the time frame specified by TFC. Contractor may request that TFC seek an opinion from the Office of the Texas Attorney General. However, the final decision whether to seek a ruling from the Office of the Texas Attorney General will be made by TFC in its sole discretion to comply with the legal requirements of the Texas Public Information Act. Additionally, Contractor will notify TFC’s general counsel within twenty-four (24) hours of receipt of any third-party requests for information written, produced, collected, assembled, or maintained in connection with this Contract and/or any amendment to this Contract. This Contract and/or any amendment to this Contract and all data and other information generated or otherwise obtained in its performance is subject to the Texas Public Information Act. Contractor agrees to maintain the confidentiality of information received from the State of Texas during the performance of this Contract, including information which discloses confidential personal information particularly, but not limited to, social security numbers. Furthermore, Contractor is required to make any information created or exchanged with the State pursuant to this Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public as specified by TFC at no additional charge to the State.

6.4. **PUBLIC DISCLOSURE.** No public disclosures or news releases pertaining to this Contract shall be made without prior written approval of TFC.

## **VII. CONTRACTOR’S RESPONSIBILITIES AND WARRANTIES.**

7.1. **CONTRACTOR RESPONSIBILITIES.** Contractor shall be responsible for damage to TFC’s equipment, and/or the workplace and its contents, by its works, its negligence in work, its personnel, or its equipment by Contractor’s staff or subcontractors. Contractor shall be responsible and liable for the safety, injury, and health of its working personnel while its employees are performing work for TFC.

7.2. **PERFORMANCE STANDARDS.** All work performed under this Contract shall be in accordance with applicable terms and conditions of this Contract and shall comply with all federal, state, and local laws and rules relating to trash hauling and waste removal services.

7.3. **WARRANTY ON SAFETY AND HEALTH REQUIREMENTS.** Contractor shall procure, at Contractor’s expense, all necessary and required licenses and permits necessary for the performance of this Contract. Contractor represents and warrants that the services provided under this Contract comply with all applicable federal health and safety standards, including but not limited to, OSHA and all Texas health and safety standards.

7.4. **PERFORMANCE WARRANTY.** All work performed under this Contract shall be in accordance with applicable terms and conditions of this Contract and of local codes and ordinances and any other authority having lawful jurisdiction.

7.5. **NO LITIGATION WARRANTY.** Contractor represents and warrants that it is not a party to or otherwise substantively involved in any matter involving litigation, or any administrative or regulatory proceeding, which, if decided adversely to Contractor's interests, could be reasonably expected to adversely affect Contractor's ability to fully and timely perform all of its obligations under this contract. Contractor agrees that in the event any action, event or circumstance occurs, that could be reasonably expected to adversely affect Contractor's ability to fully and timely perform all of its obligations under this Contract, Contractor shall provide written notice to TFC of such action, event or circumstance, and shall continue to update TFC in writing every thirty (30) days thereafter of the status of the action, event or circumstance, until otherwise directed by TFC.

### **VIII. INSURANCE, INDEMNIFICATION AND LEGAL OBLIGATIONS.**

8.1. **INSURANCE.** Prior to the commencement of work under this Contract, Contractor agrees to carry and maintain insurance in the following types and amounts for the duration of this Contract, to furnish certificates of insurance including corresponding policy endorsements, and make available, at no cost to TFC, copies of policy declaration pages and policy endorsements as evidence thereof:

(a) Workers' Compensation and Employers' Liability coverage with minimum policy limits for employers' liability of \$1,000,000.00 bodily injury per accident, \$1,000,000.00 bodily injury disease policy limit and \$1,000,000.00 per disease, per employee. Workers' compensation insurance coverage must meet the statutory requirements of Texas Labor Code, Section 401.011(46). Pursuant to Texas Labor Code Section 406.096, certification in writing from Contractor and Contractor's subcontractors shall be provided to TFC upon request and without expense.

(b) Commercial General Liability with a combined single limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate for bodily injury and for property damages, which coverage shall include products/completed operations, where appropriate, at \$1,000,000.00 per occurrence. The policy shall contain the following provisions and endorsements:

- (i) blanket contractual liability coverage for liability assumed under the Contract;
- (ii) independent contractors' coverage;
- (iii) State of Texas, TFC, its officials, directors, employees, representatives and volunteers must be listed as additional insureds;
- (iv) thirty (30) day Notice of Cancellation in favor of TFC; and

(c) Contractor shall obtain Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000.00 per accident for bodily injury and property damage. Alternate acceptable limits are \$250,000.00 bodily injury per person, \$500,000.00 bodily injury per accident and at least \$100,000.00 property damage liability per accident. The policy shall contain the following endorsements in favor of TFC:

- (i) a Waiver of Subrogation endorsement;
- (ii) a thirty (30) day Notice of Cancellation endorsement; and
- (iii) an Additional Insured endorsement.

(d) Contractor shall obtain crime insurance to cover losses from employee dishonesty with a minimum limit of \$100,000.00 per occurrence. Coverage must include third party property and the policy cannot include a conviction clause. TFC must be a loss payee.

8.2. **GENERAL REQUIREMENTS FOR INSURANCE.** (a) Contractor shall be responsible for deductibles and self-insured retention, if any, stated in policies. All deductibles or self-insured retention shall be disclosed on the certificate of insurance required above. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with the date of this Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date.

(b) Contractor shall maintain coverage for the duration of this Contract. Coverage, including any renewals, shall have the same retroactive date as the original policy applicable to the Contract. Contractor shall, on at least an annual basis, provide TFC with an insurance certificate as evidence of such insurance. The premium for this extended reporting period shall be paid by Contractor.

(c) Contractor shall not commence work under this Contract until they have obtained the required insurance and until such insurance has been reviewed by TFC. Contractor shall not allow any subcontractors to commence work until the required insurance has been obtained and approved. Approval of insurance by TFC shall not relieve or decrease the liability of Contractor hereunder.

(d) Insurance shall be written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be written by a company with an A.M. Best rating of A- or better.

(e) TFC shall be an additional insured as its interests may apply on the Commercial General Liability and Business Automobile Liability Policies.

(f) Contractor shall produce endorsements upon TFC's request to each affected policy:

(i) naming TFC, P.O. Box 13047, Austin, Texas 78711 as additional insured (except Workers' Compensation and Employers' Liability);

(ii) that obligates the insurance company to notify TFC's Contract Administrator, TFC, P.O. Box 13047, Austin, Texas 78711, of any non-renewal, cancellations or material changes at least thirty (30) days prior to change or cancellation; and

(iii) that the "other" insurance clause shall not apply to the State where TFC is an additional insured shown on the policy. It is intended that policies required in this Contract, covering both TFC and Contractor, shall be considered primary coverage as applicable.

(g) TFC shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies and if such request for deletions, revisions, or modifications are commercially available.

(h) Contractor shall not cause any insurance required under this Contract to cancel nor permit any insurance to lapse during the term of this Contract.

(i) TFC reserves the right to review the insurance requirements of this section during the effective period of the Contract and to make reasonable adjustments to insurance coverage and its limits when deemed necessary and prudent by TFC based upon changes in statutory law, court decisions or the claims history of the industry as well as Contractor (such adjustments shall be commercially available to Contractor).

(j) Contractor shall provide TFC thirty (30) days written notice of erosion of the aggregate limit.

(k) Actual losses not covered by insurance as required by this Contract shall be paid by Contractor.

(l) Contractor's insurance shall include a waiver of subrogation to TFC for the Workers' Compensation and Employers' Liability, Commercial General Liability, and Business Automobile Liability policies.

**8.3. INDEMNIFICATION. CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS TFC, THE STATE OF TEXAS AND ITS CUSTOMERS, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE**



**AGREEMENT AND ANY PURCHASE ORDERS ISSUED UNDER THE AGREEMENT. THE DEFENSE SHALL BE COORDINATED BY CONTRACTOR WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND CONTRACTOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. CONTRACTOR AND TFC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.**

**8.4. INFRINGEMENTS. (a) CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND TFC, AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL THIRD PARTY CLAIMS INVOLVING INFRINGEMENT OF UNITED STATES PATENTS, COPYRIGHTS, TRADE AND SERVICE MARKS, AND ANY OTHER INTELLECTUAL OR INTANGIBLE PROPERTY RIGHTS IN CONNECTION WITH THE PERFORMANCES OR ACTIONS OF CONTRACTOR PURSUANT TO THIS AGREEMENT. CONTRACTOR AND TFC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. CONTRACTOR SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY CONTRACTOR WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND CONTRACTOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL.**

**(b) CONTRACTOR SHALL HAVE NO LIABILITY UNDER THIS SECTION IF THE ALLEGED INFRINGEMENT IS CAUSED IN WHOLE OR IN PART BY: (i) USE OF THE PRODUCT OR SERVICE FOR A PURPOSE OR IN A MANNER FOR WHICH THE PRODUCT OR SERVICE WAS NOT DESIGNED; (ii) ANY MODIFICATION MADE TO THE PRODUCT WITHOUT CONTRACTOR'S WRITTEN APPROVAL; (iii) ANY MODIFICATIONS MADE TO THE PRODUCT BY THE CONTRACTOR PURSUANT TO TFC'S SPECIFIC INSTRUCTIONS; (iv) ANY INTELLECTUAL PROPERTY RIGHT OWNED BY OR LICENSED TO TFC; OR (v) ANY USE OF THE PRODUCT OR SERVICE BY TFC THAT IS NOT IN CONFORMITY WITH THE TERMS OF ANY APPLICABLE LICENSE AGREEMENT.**

**(c) IF CONTRACTOR BECOMES AWARE OF AN ACTUAL OR POTENTIAL CLAIM, OR TFC PROVIDES CONTRACTOR WITH NOTICE OF AN ACTUAL OR POTENTIAL CLAIM, CONTRACTOR MAY (OR IN THE CASE OF AN INJUNCTION AGAINST TFC, SHALL), AT CONTRACTOR'S SOLE OPTION AND EXPENSE: (i) PROCURE FOR TFC THE RIGHT TO CONTINUE TO USE THE AFFECTED PORTION OF THE PRODUCT OR SERVICE; OR (ii) MODIFY OR REPLACE THE AFFECTED PORTION OF THE PRODUCT OR SERVICE WITH FUNCTIONALLY EQUIVALENT OR SUPERIOR PRODUCT OR SERVICE SO THAT TFC'S USE IS NON-INFRINGEMENT.**

8.5. **TAXES, WORKERS' COMPENSATION, AND UNEMPLOYMENT INSURANCE – INCLUDING INDEMNITY.** (a) **CONTRACTOR AGREES AND ACKNOWLEDGES THAT DURING THE EXISTENCE OF THIS AGREEMENT, CONTRACTOR SHALL BE ENTIRELY RESPONSIBLE FOR THE LIABILITY AND PAYMENT OF CONTRACTOR'S AND CONTRACTOR'S EMPLOYEES' TAXES OF WHATEVER KIND, ARISING OUT OF THE PERFORMANCES IN THIS AGREEMENT. CONTRACTOR AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS' COMPENSATION. TFC AND/OR THE STATE SHALL NOT BE LIABLE TO THE CONTRACTOR, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY CUSTOMER.**

(b) **CONTRACTOR AGREES TO INDEMNIFY AND HOLD HARMLESS TFC, THE STATE OF TEXAS AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR ASSIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION IN ITS PERFORMANCE UNDER THIS AGREEMENT. CONTRACTOR SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY CONTRACTOR WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND CONTRACTOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. CONTRACTOR AND TFC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.**

8.6. **NOTICE TO TFC.** In the event Contractor becomes aware of any claim that may be subject to the above-described indemnification, Contractor shall notify TFC of such claim within five (5) business days of becoming aware.

8.7. **SETTLEMENT AUTHORITY.** No settlement of any such claim shall be made by Contractor without TFC's prior written approval.

8.8. **LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

## IX. CONTRACTOR GENERAL AFFIRMATIONS.

9.1. **FINANCIAL INTERESTS/GIFTS.** (a) Pursuant to Texas Government Code Sections 572.051 and 2255.001 and Texas Penal Code Section 36.09, Contractor has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Contract.

(b) Pursuant to Texas Government Code Chapter 573 and Section 2254.032, if applicable, Contractor certifies that Contractor knows of no officer or employee of TFC, nor any relative within the second degree of consanguinity or affinity of an officer or employee of TFC, that has a financial interest in Contractor's company or corporation. Contractor further certifies that no partner, corporation, or unincorporated association which employs, retains or contracts with, or which may employ, retain, or contract with any of the above, has a financial interest in any entity with which Contractor will be dealing on behalf of TFC.

9.2. **PRIOR EMPLOYMENT.** Contractor certifies that Contractor shall comply with all applicable Texas and federal laws and regulations relating to the hiring of former state employees including "revolving door" provisions. Furthermore, Contractor certifies that if it employs any former employee of TFC, such employee will perform no work in connection with this Contract during the twelve (12) month period immediately following the employee's last date of employment at TFC.

9.3. **ELIGIBILITY.** Pursuant to Texas Government Code Section 2155.004(b), Contractor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

9.4. **DISASTER RELIEF CONTRACT VIOLATION.** Under Sections 2155.006 and 2261.053 of the Texas Government Code, CMR certifies that the individual or business entity named in the response or Contract is not ineligible to receive the specified Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

9.5. **FAMILY CODE.** Pursuant to the requirements of Texas Family Code Section 231.006, regarding delinquent child support, the undersigned signatory certifies that the individual or business entity named in this Contract is not ineligible to receive payment under this Contract and, if applicable, Contractor has provided the name and social security number of each person (sole proprietors, firm owners, partners, or shareholders) with at least 25% ownership of the business entity entering into this Contract prior to its execution. Contractor acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.

9.6. **DEBTS OR DELINQUENCIES TO STATE.** Pursuant to Texas Government Code Section 403.055, Contractor understands and agrees that any payment due under this Contract may be applied toward payment of any debt that is owed to the State of Texas including, but not limited to, delinquent taxes and child support.

9.7. **BUY TEXAS.** If Contractor is authorized to make purchases under this Contract, Contractor certifies that Contractor will buy Texas products, services, and materials when available at a comparable price and in a comparable period of time pursuant to Texas Government Code Ch. 2155.

9.8. **EQUAL OPPORTUNITY.** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or religious belief. Such action shall include, but not be limited to, the following: (i) employment, upgrading, demotion, or transfer; (ii) recruitment or recruitment advertising; (iii) layoff or termination; (iv) rates of pay or other forms of compensation; and (v) selection for training, including apprenticeship. Contractor shall post in conspicuous places, available to employees or applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination subsection. Contractor shall include the above provisions in all Subcontracts pertaining to the work.

9.9. **DECEPTIVE TRADE PRACTICE; UNFAIR BUSINESS PRACTICES.** Contractor represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under the Texas Business and Commerce Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit and that Contractor has not been found to be liable for such practices in such proceedings. Contractor certifies that it has no officers who have served as officers of other entities' who have been the subject allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

9.10. **AGENCY EXECUTIVE HEAD.** Under Texas Government Code Section 669.003 relating to contracting with an executive of a state agency, Contractor represents that no person who, in the past four (4) years, served as an executive of TFC or any other state agency, was involved with or has any interest in this Contract or any contract resulting from this Contractor. If Contractor employs or has used the services of a former executive head of TFC or any other state agency, then Contractor shall provide the following information: the name of the former executive, the name of the state agency, the date of separation from the state agency, the position held with Contractor, and the date of employment with Contractor.

9.11. **LIABILITY FOR TAXES.** Contractor represents and warrants that it shall pay all taxes or similar amounts resulting from this Contract, including, but not limited to, any federal, state, or local income, sales or excise taxes of Contractor or its employees. TFC shall not be liable for any taxes resulting from this Contract.

9.12. **NO CONFLICTS.** Contractor represents and warrants that Contractor has no actual or potential conflicts of interest in providing services to the State of Texas under this Contract and that Contractor's provision of services under this Contract would not reasonably create an appearance of impropriety.

9.13. **PROHIBITION ON CERTAIN BIDS AND CONTRACTS.** Under Texas Government Code, Section 2155.006, relating to the prohibition of certain bids and contracts, Contractor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate. Contractor represents and warrants that during the five (5) year period preceding the date of this Contract, Contractor has not been: (i) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Texas Utilities Code, Section 39.459, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (ii) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Texas Utilities Code, Section 39.459, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

9.14. **IMMIGRATION REFORM.** (a) The Immigration Reform and Control Act of 1986, as amended, and the Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, requires that all employees hired since 1986 provide proof of identity and employment eligibility before they can work in the United States. TFC is committed to complying with all applicable immigration laws of the United States and requires compliance by all contractors and subcontractors who contract with the State. Contractor shall not place any employee of Contractor at a worksite, nor shall Contractor permit any employee, nor any subcontractor, to perform any work on behalf of or for the benefit of TFC without first confirming said employee's authorization to lawfully work in the United States.

(b) Contractor warrants that Contractor: (i) maintains and follows an established policy to verify the employment authorization of its employees and to ensure continued compliance for the duration of employment; (ii) has verified the identity and employment eligibility of all employees in compliance with applicable law; (iii) has established internal safeguards and reporting policies to encourage its employees to report any suspected violations of immigration policies or of immigration law promptly to Contractor's senior management; and (iv) is without knowledge of any fact that would render any employee or subcontractor ineligible to legally work in the United States.

(c) Contractor further acknowledges, agrees, and warrants that Contractor: (i) has complied, and shall at all times during the term of the Contract comply, in all respects with the Immigration Reform and Control Act of 1986 and 1990, the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, and all of the laws, rules, and regulations relating thereto; (ii) has properly maintained, and shall at all times during the term of the Contract properly maintain, all records required by the Department of Homeland Security, Immigration and Customs Enforcement ("DHS-ICE"), including, without limitation, the completion and maintenance of the Form I-9 for each of Contractor's employees; and (iii) has responded, and shall at all times during the term of the Contract respond, in a timely fashion to any inspection requests related to such I-9 Forms. During the term of the Contract, Contractor shall, and shall cause its directors, officers, managers, agents and employees to, fully cooperate in all respects with any audit, inquiry, inspection or investigation that may be conducted by TFC or any state agency of Contractor or any of its employees.

(d) Contractor acknowledges, agrees, and warrants that all subcontractors permitted by it to perform work will be required to agree to these same terms as a condition to being awarded any subcontract for such work.

9.15. **ENTITIES THAT BOYCOTT ISRAEL.** Pursuant to Section 2270.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criteria under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of this Contract. Contractor shall state any facts that make it exempt from the boycott certification.

9.16. **PROHIBITION AGAINST CONTRACTING WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATIONS.** In accordance with Section 2251.152 of the Texas Government Code, TFC is prohibited from entering into a governmental contract (as defined in Texas Government Code Section 2252.151(3)) with a company that is identified on a list prepared and maintained under Texas Government Code Section 806.051, 807.051, or 2252.153. If contractor is on the above-referenced list the Contract will be considered void or voidable and TFC will not be responsible to pay Contractor for any work performed.

9.17. **CERTIFICATION CONCERNING RESTRICTED EMPLOYMENT FOR FORMER STATE OFFICERS OR EMPLOYEES UNDER GOVERNMENT CODE § 572.069.** Contractor certifies that it has not employed and will not employ a former TFC or state officer who participated in a procurement or contract negotiation for TFC involving Contractor within two (2) years after the state officer or employee left state agency employment or service. This certification only applies to former state officers or employees whose service or employment ceased on or after September 1, 2015.

9.18. **EXCLUDED PARTIES.** Contractor certifies that it is not listed on the federal government's terrorism watch list as described in Executive Order 13224.

9.19. **SUSPENSION AND DEBARMENT.** Contractor certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration.

## **X. MISCELLANEOUS PROVISIONS.**

10.1. **ASSIGNMENT AND SUBCONTRACTS.** (a) Contractor shall neither assign, transfer, nor delegate any rights, obligations, or duties under this Contract without the prior written consent of TFC.

(b) Notwithstanding this provision, it is mutually understood and agreed that Contractor may subcontract with others for some or all of the services to be performed. TFC shall approve all subcontractors. Subcontractors providing service under this Contract shall meet the same requirements and level of experience as required of the Contractor. No subcontract under the Contract shall relieve Contractor of responsibility for the service. If Contractor uses a

shall approve all subcontractors. Subcontractors providing service under this Contract shall meet the same requirements and level of experience as required of the Contractor. No subcontract under the Contract shall relieve Contractor of responsibility for the service. If Contractor uses a subcontractor for any or all of the work required, the following conditions shall apply under the listed circumstances:

(i) Contractors planning to subcontract all or a portion of the work to be performed under this Contract shall identify the proposed subcontractor on Exhibit G – HUB Subcontracting Plan [Form], as further described in Section 10.2 below.

(ii) Subcontracting shall be at the Contractor's expense.

(iii) TFC retains the right to check any subcontractor's background and make the determination to approve or reject the use of submitted subcontractors.

(iv) Contractor shall be the only contact for TFC and subcontractors. Contractor shall list a designated point of contact for all TFC and subcontractor inquiries.

10.2. **HISTORICALLY UNDERUTILIZED BUSINESSES ("HUBS")**. (a) In accordance with state law, it is TFC's policy to assist HUBs, whether minority or women owned, whenever possible, to participate in providing goods and services to the agency. TFC encourages those parties with whom it contracts for the provision of goods and services to adhere to this same philosophy in selecting subcontractors to assist in fulfilling Contractor's obligations with TFC. A copy Exhibit G-1 Initial Approved HUB Subcontracting Plan ("HSP") is attached hereto as and incorporated herein for all purposes. If Contractor subcontracts with others for some or all of the services to be performed under this Contract, Contractor shall comply with all HUB requirements pursuant to Texas Government Code, Chapter 2161 as described in Exhibit G – HUB Subcontracting Plan [Form], attached hereto and incorporated herein for all purposes. In addition to information required by Section 10.1 above, Contractor shall provide TFC with pertinent details of any participation by a HUB in fulfilling the duties and obligations arising hereunder on Exhibit G-2 – HSP Progress Assessment Report [Form], attached hereto and incorporated herein for all purposes. PARs shall be submitted monthly with each invoice and are a condition of payment.

(b) **Requirement to Utilize HUB Compliance Reporting System**. Pursuant to Texas Administrative Code, Title 34 §§ 20.85(f)(1)(2) and 20.287(b), TFC administers monthly HUB Subcontracting Plan (HSP) to include the Progressive Assessment Report (PAR) compliance monitoring through a HUB Compliance Reporting System known as B2G. The HUB Compliance Reporting System is the Texas Facilities Commission Historically Underutilized Business (HUB) online reporting system located at <https://tfc.gob2g.com>. The HUB Compliance Reporting System is used to maintain business records documenting compliance with the HUB Subcontracting Plan ("HSP") by submission of monthly Progress Assessment Reports. Contractor and Contractor's Subcontractors must submit required PAR information into the B2G system as a condition of payment. Any delay in the timely submission of PAR information into the B2G system will be treated as a deficiency and the payment request will be subject to suspension until such deficiency has been resolved.

10.3. **FEDERAL, STATE, AND LOCAL REQUIREMENTS.** Contractor shall demonstrate on-site compliance with the Federal Tax Reform Act of 1986, Section 1706, amending Section 530 of the Revenue Act of 1978, dealing with issuance of Form W-2's to common-law employees. Contractor is responsible for both federal and state unemployment insurance coverage and standard Workers' Compensation Insurance coverage. Contractor shall comply with all federal and state tax laws and withholding requirements. The State of Texas shall not be liable to Contractor or its employees for any unemployment or workers' compensation coverage, or federal or state withholding requirements. Contractor shall indemnify the State of Texas and shall pay all costs, penalties, or losses resulting from Contractor's omission or breach of this section.

10.4. **ENVIRONMENTAL LAWS.** Contractor shall comply with any local, state, or federal law, rule, or regulation pertaining to environmental regulation, contamination, clean-up or disclosure, including, as may be amended from time to time: (i) the Resource Conservation and Recovery Act of 1976 ("RCRA") (42 U.S.C. § 6901 *et seq.*), as amended by the Used Oil Recycling Act of 1980 (Pub. L. No. 96-463, 94 Stat. 2055 (1980)), the Solid Waste Disposal Act Amendments of 1980 (Pub. L. No. 96-482, 94 Stat. 2334 (1980)), and the Hazardous and Solid Waste Amendments of 1984 (Pub. L. No. 98-616, 98 Stat. 3221 (1984)), and regulations promulgated thereunder; (ii) the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA") (42 U.S.C. § 9601 *et seq.*), as amended by the Superfund Amendments and Reauthorization Act of 1986 (Pub. L. No. 99-499, 100 Stat. 1613 (1986)), and regulations promulgated thereunder; (iii) the Toxic Substances Control Act (15 U.S.C. § 2601 *et seq.*); (iv) the Endangered Species Act of 1973 (15 U.S.C. § 1531 *et seq.*) and its amendments; (v) laws, statutes, ordinances, rules, regulations, orders, or determinations relating to "wetlands," including without limitation those set forth in the Federal Water Pollution Control Act (commonly referred to as the "Clean Water Act") (33 U.S.C. § 1251 *et seq.*); (vi) the Texas Water Code; and (vii) the Texas Solid Waste Disposal Act (Tex. Health & Safety Code Ann. §§ 361.001–361.345 (West 2016 & Supp. 2016)).

10.5. **PATENT, TRADEMARK, COPYRIGHT, AND OTHER INFRINGEMENT CLAIMS.** Contractor shall indemnify, save and hold harmless the State of Texas from and against claims of patent, trademark, copyright, trade secret or other proprietary rights, violations or infringements arising from the State's or Contractor's use of or acquisition of any services or other items provided to the State of Texas by Contractor or otherwise to which the State of Texas has access as a result of Contractor's performance under this Contract, provided that the State shall notify Contractor of any such claim within a reasonable time of the State's receiving notice of any such claim. If Contractor is notified of any claim subject to this section, Contractor shall notify TFC of such claim within five (5) business days of such notice. No settlement of any such claim shall be made by Contractor without TFC's prior written approval. Contractor shall reimburse the State of Texas for any claims, damages, losses, costs, expenses, judgments or any other amounts, including, but not limited to, attorneys' fees and court costs, arising from any such claim. Contractor shall pay all reasonable costs of the State's counsel and shall also pay costs of multiple counsel, if required to avoid conflicts of interest. Contractor represents that it has determined what licenses, patents and permits are required under this Contract and has acquired all such licenses, patents and permits.



10.6. **ELECTRONIC AND INFORMATION RESOURCES ACCESSIBILITY STANDARDS.** (a) Effective September 1, 2006, all state agencies and institutions of higher education shall procure products which comply with the State of Texas accessibility requirements for electronic and information resources specified in Title 1 of the Texas Administrative Code, Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.

(b) If applicable, Contractor shall provide the Texas Department of Information Resources (“DIR”) with the universal resource locator (“URL”) to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration “Buy Accessible Wizard” (<https://app.buyaccessible.gov/baw/Main.jsp>). Contractors not listed with the “Buy Accessible Wizard” or supplying a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the “Buy Accessible Wizard” or obtaining a copy of the VPAT is located at <http://www.section508.gov/>.

10.7. **RELATIONSHIP OF THE PARTIES.** Contractor is associated with TFC only for the purposes and to the extent specified in this Contract, and with respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor. Subject only to the terms of this Contract, Contractor shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for TFC whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party. Contractor shall be solely responsible for, and TFC shall have no obligation with respect to:

- (i) withholding of income taxes, FICA or any other taxes or fees;
- (ii) industrial or workers’ compensation insurance coverage;
- (iii) participation in any group insurance plans available to employees of the State of Texas;
- (iv) participation or contributions by the State of Texas to the State Employees Retirement System;
- (v) accumulation of vacation leave or sick leave; or
- (vi) unemployment compensation coverage provided by the State.

10.8. **DRUG FREE WORK PLACE.** Contractor shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (Public Law No. 100-690, Title V, Subtitle D; 41 U.S.C.

701 et seq.) and maintain a drug-free work environment; and the final rule, government-wide requirements for drug-free work place (grants), issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 280, Subpart F) to implement the provisions of the Drug-Free Work Place Act of 1988 is incorporated by reference and Contractor, Contractor's employees, and subcontractors shall comply with the relevant provisions thereof, including any amendments to the final rule that may hereafter be issued.

10.9. **COMPLIANCE WITH OTHER LAWS.** In the execution of this Contract, Contractor shall comply with all applicable federal, state, and local laws, including laws governing labor, equal employment opportunity, safety, and environmental protection. Contractor shall make itself familiar with and at all times shall observe and comply with all federal, state, and local laws, ordinances, and regulations which in any manner affect performance under this Contract.

10.10. **NOTICES.** Any notice required or permitted to be delivered under this Contract shall be deemed delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the TFC or Contractor, as the case may be, at the address set forth below:

For TFC:                    Attention: Legal Services Division  
                                 Texas Facilities Commission  
                                 1711 San Jacinto Blvd., Room 400  
                                 Austin, Texas 78701  
                                 Phone: (512) 475-2400  
                                 Fax: (512) 236-6171

For Contractor:        Attention: Alai Villeda  
                                 Villeda Building Service, LLC  
                                 16804 Brewer Blackbird Drive  
                                 Pflugerville, Texas 78660  
                                 Phone: (512) 944-8260  
                                 E-mail: vbsllc@outlook.com

Notice given in any other manner shall be deemed effective only if and when received by the party to be notified. Either party may change its address for notice by written notice to the other party as herein provided.

10.11. **NAME AND ORGANIZATIONAL CHANGES.** (a) Contractor must provide TFC with written notification of all name changes and organizational changes relating to Contractor including, but not limited to, merger, acquisition or sale no later than ten (10) business days of such change. Contractor, in its notice, shall describe the circumstances of the name change or organizational change, state its new name, provide the new Tax Identification Number, and describe how the change will impact its ability to perform under the Contract. If the change entails personnel changes for personnel performing the responsibilities of the Contract for Contractor, Contractor shall identify the new personnel and provide resumes to TFC, if resumes were originally required by the solicitation. TFC may request other information about the

change and its impact on the Contract and Contractor shall supply the requested information within five (5) working days of receipt of the request. All written notifications of organizational change must include a detailed statement specifying the change and supporting documentation evidencing continued right of Contractor or successor entity, as applicable, to maintain its status as a party to this Contract.

(b) TFC may terminate the Contract due to any change to Contractor that materially alters Contractor's ability to perform under the Contract.

10.12. **GOVERNING LAW AND VENUE.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Texas, exclusive of conflicts of law provisions. Venue of any suit brought under this Contract shall be in a court of competent jurisdiction in Travis County, Texas. Contractor irrevocably waives any objection, including any objection to personal jurisdiction or proper venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the filing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto. **Nothing in this section shall be construed as a waiver of sovereign immunity by TFC.**

10.13. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

10.14. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges Contract is effective for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

10.15. **FORCE MAJEURE.** Any delays in or failure of performance by either party, except in respect of the obligation of payments under this Contract, shall not constitute default hereunder if and to the extent such delays or failure of performance are caused by occurrence(s) beyond the reasonable control of the party affected, and which by the exercise of due diligence such party is unable to prevent, herein called "Force Majeure," including acts of God or the public enemy, sabotage, war, mobilization, revolution, civil unrest, riots, strikes, lockouts, fires, accidents breakdowns, or floods, earthquakes, hurricanes or any other natural disaster or governmental actions. In any such event, the party claiming Force Majeure shall promptly notify the other party of the Force Majeure event in writing and, if possible, such notice shall set forth the extent and duration thereof. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and resume performance at the earliest possible date. However, if non-performance continues for more than thirty (30) days, TFC may terminate this Contract immediately upon written notification to Contractor.

10.16. **LABOR ACTIVITY.** If any strike, boycott, picketing, work stoppage, slowdown, or other labor activity is directed against the Contractor at TFC's facility, which results in the curtailment

or discontinuation of services performed herein, TFC shall have the right during said period to employ any means legally permissible to have the work performed.

10.17. **DISPUTE RESOLUTION.** The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the parties to attempt to resolve all disputes arising under this Contract.

10.18. **COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which shall be an original, and each such counterpart shall together constitute but one and the same agreement.

10.19. **NO WAIVER.** Nothing in this Contract shall be construed as a waiver of sovereign immunity by the State of Texas. This Contract shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to the State of Texas. The failure to enforce, or any delay in the enforcement, of any privileges, rights, defenses, remedies, or immunities available to the State of Texas under this Contract or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel. TFC does not waive any privileges, rights, defenses, or immunities available to TFC by entering into this Contract or by its conduct prior to or subsequent to entering into this Contract.

10.20. **FALSE STATEMENTS; BREACH OF REPRESENTATIONS.** By signature to this Contract, Contractor makes all the representations, warranties, guarantees, certifications and affirmations included in this Contract. If Contractor signs this Contract with a false statement or it is subsequently determined that Contractor has violated any of the representations, warranties, guarantees, certifications or affirmations included in this Contract, Contractor shall be in default under this Contract, and TFC may terminate or void this Contract for cause and pursue other remedies available to TFC under this Contract and applicable law.

10.21. **FALSE STATEMENTS; BREACH OF REPRESENTATIONS.** By signature to this Contract, Contractor makes all the representations, warranties, guarantees, certifications and affirmations included in this Contract. If Contractor signs this Contract with a false statement or it is subsequently determined that Contractor has violated any of the representations, warranties, guarantees, certifications or affirmations included in this Contract, Contractor shall be in default under this Contract, and TFC may terminate or void this Contract for cause and pursue other remedies available to TFC under this Contract and applicable law.

10.22. **ABANDONMENT AND DEFAULT.** If Contractor defaults on this Contract, TFC reserves the right to cancel the Contract without notice and either re-solicit or re-award the Contract to the next best responsive and responsible respondent. The defaulting Contractor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work.

10.23. **ANTITRUST AND ASSIGNMENT OF CLAIMS.** Contractor represents and warrants that neither Contractor nor any firm, corporation, partnership, or institution represented by Contractor, or anyone acting for such firm, corporation or institution has (i) violated the antitrust laws of the State of Texas under Tex. Bus. & Com. Code, Chapter 15, or the federal antitrust laws; or (ii)

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

communicated directly or indirectly the proposal to any competitor or any other person engaged in such line of business during the procurement process for this Contract. Contractor assigns to the State of Texas all of Contractor's rights, title, and interest in and to all claims and causes of action Contractor may have under the antitrust laws of Texas or the United States for overcharges associated with the Contract.

10.24. **SURVIVAL OF TERMS.** Termination of the Contract for any reason shall not release Contractor from any liability of obligation set forth in the Contract that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such termination, including the provisions regarding confidentiality, indemnification, transition, records, audit, property rights, dispute resolution and invoice and verification.

[This Space Intentionally Left Blank]

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

10.25. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistently with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification, renewal, extension or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.

**TEXAS FACILITIES COMMISSION**

By:  Mike Novak, Executive Director  
B1C9FC0A8020417...

Mike Novak

Executive Director

Date of execution: 07/22/2019 | 10:00 AM CDT

**VILLEDA BUILDING SERVICE, LLC**

By:  Alai Villeda  
C2DA8511ED974F0...

Alai Villeda

President

Date of execution: 07/22/2019 | 9:44 AM CDT

GC NRG

DIR R.A. FOR WILL JONES

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942


**EXHIBIT A**  
**BUILDING LIST**



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>Central Service Bldg (CSB)</b>			
<b>Address</b>	1711 San Jacinto			
<b>Property Mgr.</b>	Ivana Maric			
<b>Building Data</b>				
Total CLEANABLE Square Feet	82,083			
Tenant Staff Population	415			
Total Visitors/Month (Estimated)	800 (See #3 below)			
Total Number of Floors	4			
Estimate Percentage Carpeting	85%			
Total Number of Restrooms	11			
Hand Towel Dispenser Type	Roll / Multi-fold			
Toilet Tissue Dispenser Type	Roll - Large			
				
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	Roll – 30	Lg Can Liners	6	
	Multi -	Sm Can Liners	7	
Toilet Tissue	8			
<b>Current Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	1 x 8hrs			
Day Crew - Total Manhours	8 hrs			
Night Crew Size	2x4hrs			
Night Crew- Total Manhours	8 mh			
<b>Scope of Work Information</b>				
1. No variances from Scope of Work				
<b>Notes:</b>				
1. TFC Headquarters Bldg/Agency Commissioner. Private restroom on 4 <sup>th</sup> floor cleaned.				
2. Commission meets 3 <sup>rd</sup> Thursday of each month in 402, should detail clean the night before.				
3. Comptroller has steady stream of visitors daily in Rm #180 and frequent training sessions in Rooms 182 and 191. 1 <sup>st</sup> floor restrooms are heavily used.				
A. Number of People Per Floor (Average/Estimated): 100-110				
B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 8-10				
C. Lobby Floor Surface: Vinyl Comp Tile				
D. Upper Hallway Floor Surfaces: Carpet				
E. Number of Break Rooms Per Bldg: 6				
<b>Security Requirements:</b>				
Card reader access on most floors/suites.				
Comptroller areas on 1 <sup>st</sup> and 3 <sup>rd</sup> floors have card reader access.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>Lyndon B. Johnson (LBJ) = Gar Q</b>			
<b>Address</b>	111 E. 17 <sup>th</sup> St.			
<b>Property Mgr.</b>	Ivana Maric			
<b>Building Data</b>				
Total CLEANABLE Square Feet	254,894			
Tenant Staff Population	<b>1500</b>			
Total Visitors/Month (Estimated)	500			
Total Number of Floors	12			
Estimate Percentage Carpeting	75%			
Total Number of Restrooms	44			
Hand Towel Dispenser Type	Roll/Multifold			
Toilet Tissue Dispenser Type	Roll			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	90	Lg Can Liners	10	
Toilet Tissue	27	Sm Can Liners	9	
Gar Trash Liners				
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	2.5 x 8 hrs			
Day Crew - Total Manhours	20 mh			
Night Crew Size	13			
Night Crew- Total Manhours	70 mh			
<b>Scope of Work Information</b>				
1. Data Center requires day time cleaning schedule.				
2. G17- Sweep, mop, dust and empty trash/recycling as requested by CPA				
3. G26, G22 – Empty trash/recycling and sweep daily; Mop Tuesday and Thursday, Dust mop Monday.				
4. Garage requires daily trash removal, debris pickup and elevator sweep/mop.				
<b>Notes:</b>				
1. G21 Data Center- Vacuum (back pack with filter) and damp mop once every two weeks				
2. Spot cleaning of floors, walls, and doors- once every two weeks.				
Then every two weeks after on Wednesday.				
3. G29 Print Pool- Vacuum Monday, Wednesday, Friday, Mop Tuesday and Thursday				
4. Private office/restroom of Comptroller cleaned (day) as requested by CPA.				
A. Number of People Per Floor (Average/Estimated): 125				
B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 7				
C. Lobby Floor Surface: Marble/Terrazzo				
D. Upper Hallway Floor Surfaces: Tile & Vinyl Tile				
E. Number of Break Rooms Per Bldg: One large vending plus two sm areas per floor plus renovated floors 4,5,7 larger breakroom on each floor.				
<b>Security Requirements:</b>				
24 hr. Security, Crew issued badges, signing not required.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>			
<b>Building</b>		<b>Robert E. Johnson (REJ) + Garage P</b>	
Address		1501 N. Congress (Plus Conf. Cntr)	
Property Mgr.		Bailey Gonzalez	
<b>Building Data</b>			
Total CLEANABLE Square Feet		280,714	
Tenant Staff Population		900 (1200 Est. Leg. Session)	
Total Visitors/Month (Estimated)		100 (See item 5. Below)	
Total Number of Floors		6 +	
Estimate Percentage <i>Carpeting</i>		75%	
Total Number of Restrooms		26	
Hand Towel Dispenser Type		Multi-Fold	
Toilet Tissue Dispenser Type		Small Roll	
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>			
Hand Towels	80	Lg Can Liners	11
Toilet Tissue	20	Sm Can Liners	11
Gar Trash Liners			
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>			
Day Crew Size		2.5 x 8 hrs	
Day Crew - Total Manhours		20 mh	
Night Crew Size		1x8hr, 2x6hr, 10x4hr	
Night Crew- Total Manhours		60 mh	
<b>Scope of Work Information</b>			
1. Square Footage includes Conference Center.			
2. Hallways include basement hallway (under 15 <sup>th</sup> St.) – leading to Capitol Extension.			
3. Tasks include sweeping/trash pickup of Courtyard/Plaza per Scope.			
4. Garage requires daily trash removal, debris pickup and elevator sweep/mop.			
<b>Notes:</b>			
1. High Profile, Elected Officials/Legislators. Extended Hours during Legislative Sessions.			
2. Main data center requires special cleaning schedule.			
3. Hardware section requires weekly day time only cleaning.			
4. Small data center requires weekly day time only cleaning.			
5. Visitors may exceed 2000 monthly, in Conference Center – during Leg. Session.			
A. Number of People Per Floor (Average/Estimated): 170			
B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 8			
C. Lobby Floor Surface: Marble/Terrazzo			
D. Upper Hallway Floor Surfaces: Carpet			
E. Number of Break Rooms Per Bldg: 16			
<b>Security Requirements:</b>			
24 hr. security, May sign-in with DPS after hours.			





TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

**TFC Custodial Program - Information Sheet**

<b>Building</b>	<b>John H. Reagan (JHR)</b>
Address	105 W. 15 <sup>th</sup> Street
Property Mgr.	Matt Lyke

**Building Data**

Total CLEANABLE Square Feet	123,497
Tenant Staff Population	85 (See #4 below)
Total Visitors/Month (Estimated)	100 (See #4 & 7 below)
Total Number of Floors	5
Estimate Percentage Carpeting	75%
Total Number of Restrooms	10
Hand Towel Dispenser Type	Roll
Toilet Tissue Dispenser Type	Small Roll

**ESTIMATED Supply Usage / (Cases per month) [from previous contractors]**

Hand Towels	11	Lg Can Liners	5
Toilet Tissue	3	Sm Can Liners	5

**Crew Size / ESTIMATED Manhours [from previous contractors]**

Day Crew Size	1 x 8 hrs		
Day Crew - Total Manhours	8 mh		
Night Crew Size	2 x 6		
Night Crew- Total Manhours	12 mh		

**Scope of Work Information**

1. High Profile, Elected Officials/Legislators. Extended Hours during Legislative Sessions.
2. Scope of Work standard, but should include a "Near Class A" level of detail for daily tasks.
3. Tenants request/require DAILY detailed cleaning of Hearing Rooms.

**Notes:**

4. Visitor population increases substantially during Legislative Sessions.
5. Square Footage includes Bsmt.-4th, but does NOT include the 5<sup>th</sup> Floor, which is closed-off.
6. Day Porter – MUST – be fluent in English.
7. Visitors during Leg. Session may exceed 3000 per month. (1st floor).
8. Meeting room 3<sup>rd</sup> floor and file rooms on 2<sup>nd</sup> floor- Day clean only
  - A. Number of People Per Floor (Average/Estimated): 10
  - B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 4
  - C. Lobby Floor Surface: Marble/Terrazzo
  - D. Upper Hallway Floor Surfaces: Carpet
  - E. Number of Break Rooms Per Bldg: 6

**Security Requirements: 24 hr security**

Custodial Crew logs in/out nightly with Security.

Mag Card Access on many floors/doors. Mag Cards &amp; Keys must be signed out nightly.

TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>William B. Travis (WBT)</b>			
<b>Address</b>	1701 N. Congress			
<b>Property Mgr.</b>	Ivana Maric			
<b>Building Data</b>				
Total CLEANABLE Square Feet	437,983			
Tenant Staff Population	1900			
Total Visitors/Month (Estimated)	1000 (See #2/Scope below.)			
Total Number of Floors	13			
Estimate Percentage <i>Carpeting</i>	85			
Total Number of Restrooms	33			
Hand Towel Dispenser Type	Roll / Multi-fold			
Toilet Tissue Dispenser Type	Jumbo / Small			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	154- Roll	Lg Can Liners	20	Multifold- 38
Toilet Tissue	104-big 18-sm	Sm Can Liners	20	
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	2 x 8 hrs			
Day Crew - Total Manhours	16 mh			
Night Crew Size	1x8hr,2x6hr,12x4hr			
Night Crew- Total Manhours	68 mh			
<b>Scope of Work Information</b>				
1. WBT scope includes <b>Cafeteria</b> Dining Area <u>Daily Cleaning</u> – as per Contract Specs.				
2. TEA quarterly meetings last for 3 days with 200 to 300 visitors on G, 1, and 2.				
3. Lobby restrooms require <i>frequent</i> cleaning and restocking.				
<b>Notes:</b>				
1. TEA and PUC commission meetings often run late, TEA board meetings can go to early AM				
2. ADA accommodation for handicap person on 8 <sup>th</sup> floor, leave trifold paper towels on counter.				
3. Conference Rooms on 1 <sup>st</sup> level need trash removed and vacuum daily.				
4. PUC open meetings per schedule, detail clean conference room 7-100 night before.				
A. Number of People Per Floor (Average/Estimated): 35-250 (132 Avg)				
B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 4-11 (8 Avg)				
C. Lobby Floor Surface: Granite, Carpet, Marble/Terrazzo & Vinyl Tile (Ground Level)				
D. Upper Hallway Floor Surfaces: Carpet				
E. Number of Break Rooms Per Bldg: 16				
<b>Security Requirements:</b>				
Card Readers in various suites/floors				
PUC on 7 & 8 card reader access. No Sign In				





TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	Robert B. Bernstein, Dept Health-Records, Dept Health-Tower, Robert D. Morton, Dept Health Service Bldg (RBB, DHR, DHT, RDM, DHSB)			
<b>Address</b>	1100 W. 49 <sup>th</sup> St.			
<b>Property Mgr.</b>	Rick Sosa			
<b>Building Data</b>				
Total CLEANABLE Square Feet	314,895 combined			
Tenant Staff Population (1490)	RBB 300/DHR 100/DHT 450/ DHSB 205/ RDM 600			
Total Visitors/Month (Estimated)	4000 – 4500 ??			
Total Number of Floors	RBB 5/ DHR 1 /DHT 8 / DHSB 1/ RDM 7			
Estimate Percentage Carpeting	RBB 50% / DHR 2% / DHT 30%/ DHSB 60%/RDM 80%			
Total Number of Restrooms	RBB 14/DHR 4 /DHT 16/ DHSB 4/ RDM 15			
Hand Towel Dispenser Type	RBB Roll/DHR Multifold/ DHT Roll/ DHSB Multifold / RDM Roll			
Toilet Tissue Dispenser Type	RBB Jumbo/DHR Jumbo DHT Jumbo/ DHSB Single Rolls / RDM Jumbo			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	30	Lg Can Liners	23	Multifold – 22
Toilet Tissue	32	Sm Can Liners	25	
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	1 (DHR)–5 other			
Day Crew - Total Manhours	8 mh (DHR) 32 mh other			
Night Crew Size	1 (DHR) 1x8,2x6,12x4			
Night Crew- Total Manhours	72 mh			
<b>Scope of Work Information</b>				
1. RBB – Includes Cafeteria Dining Area <u>Daily Cleaning</u> – as per Contract Specs.				
2. SqFt: <b>RBB</b> -57,485; <b>DHR</b> -26,425; <b>DHT</b> -86,136; <b>DHSB</b> -39,932; <b>RDM</b> -104,917				
3. DHR has specific security requirements.				
4. All properties connected via hallways (except DHSB). TFC Prop Mgr Office RDM.				
<b>Security Requirements:</b>				
24hr at RBB and DHR				
DHR/RDM Mag Card access.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>Promontory Point (PROM)</b>			
<b>Address</b>	4044 Promontory Point			
<b>Property Mgr.</b>	Loren Smith			
<b>Building Data</b>				
Total CLEANABLE Square Feet	21,280 office 37,450 warehouse			
Tenant Staff Population	30			
Total Visitors/Month (Estimated)	10			
Total Number of Floors	2			
Estimate Percentage Carpeting	Office- 85% Warehouse- 0%			
Total Number of Restrooms	6			
Hand Towel Dispenser Type	Multi-Fold			
Toilet Tissue Dispenser Type	Jumbo Roll			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	10	Lg Can Liners		
Toilet Tissue	7	Sm Can Liners		
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	1 x 8hr			
Day Crew - Total Manhours	8 mh			
Night Crew Size	0			
Night Crew- Total Manhours	0			
<b>Scope of Work Information</b>				
1. Office Area (Current occupied area – 21,280 SqFt)				
2. Warehouse Area (37,450 SqFt) Scope – Dust mop/sweep weekly. Empty Trash Daily.				
3.No services in TPWD or TABC areas.				
<b>Notes:</b>				
A. Number of People Per Floor (Average/Estimated): 15				
B. Estimated Number of Collection Points Per Floor (Trash/Recycling): 3				
C. Lobby Floor Surface: Carpet				
D. Upper Hallway Floor Surfaces: Carpet & Vinyl Tile				
E. Number of Break Rooms Per Bldg: ?				
<b>Security Requirements:</b>				
Some interior offices on Mag Card.				
Secure Facility – Mag Card Entry				





TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>State Records Center (SRC)</b>			
Address	4400 Shoal Creek			
Property Mgr.	Carl Kaough			
<b>Building Data</b>				
Total CLEANABLE Square Feet	113,400			
Tenant Staff Population	60			
Total Visitors/Month (Estimated)	40			
Total Number of Floors	1			
Estimate Percentage Carpeting	40			
Total Number of Restrooms	8			
Hand Towel Dispenser Type	Multi-fold			
Toilet Tissue Dispenser Type	Small Roll			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	7	Lg Can Liners	2	
Toilet Tissue	6	Sm Can Liners	3	
<b>Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	2			
Day Crew - Total Manhours	1x 8hrs @ 1 x 4hrs			
Night Crew Size	0			
Night Crew- Total Manhours	0			
<b>Scope of Work Information</b>				
1. Standard Scope for Office areas. Substantially different scope for <i>warehouse space</i> .				
2. Warehouse custodial Task Requirements are as follows:				
- <b>Daily</b> - Empty Trash/Recycling /Remove Wasteboxes /Debris				
-Twice weekly- Dust-mopping of all warehouse aisles and damp mop of main central aisles				
Other minor/nominal "cleanup duties" as needed- approx 2 hrs/ week				
<b>This is a DAY- Service only Facility - M-F only.</b>				
3. Contract will require (2) <u>Day Custodians</u> - (1) for an (8) hour shift, covering the Front Office and Main Warehouses, and (1) for a (4) hour shift, covering the Talking Book Warehouse.				
<b>Notes:</b>				
A. Number of People Per Floor (Average/Estimated): 60				
B. Estimated # of Collection Points Per Floor (Trash/Recycling): 7				
C. Lobby Floor Surface: Carpet/Vinyl Tile				
D. Hallway Floor Surfaces: 100% HardSurface/ Vinyl Tile				
E. Number of Break Rooms Per Bldg: 2				
<b>Security Requirements:</b>				
Secured at night/weekends.				
Crew Log-In with Reception.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>Dept of Health Bldg. (DHB)</b>			
Address	909 W. 45 <sup>th</sup> St.			
Property Mgr.	Rick Sosa			
<b>Building Data</b>				
Total CLEANABLE Square Feet	61,561			
Tenant Staff Population	700			
Total Visitors/Month (Estimated)	200			
Total Number of Floors	4			
Estimate Percentage Carpeting	85%			
Total Number of Restrooms	10			
Hand Towel Dispenser Type	Multi-Fold			
Toilet Tissue Dispenser Type	Small Roll			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	11	Lg Can Liners	3	
Toilet Tissue	10	Sm Can Liners	1	
<b>Current Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	2 x 4hrs			
Day Crew - Total Manhours	8 mh			
Night Crew Size	4 x 4hrs			
Night Crew- Total Manhours	16 mh			
<b>Scope of Work Information</b>				
<b>Notes:</b>				
A. Number of People Per Floor (Average/Estimated):				
B. Estimated # of Collection Points Per Floor (Trash/Recycling):				
C. Lobby Floor Surface: Carpet/Vinyl Tile				
D. Hallway Floor Surfaces: Carpet				
E. Number of Break Rooms Per Bldg:				
<b>Security Requirements:</b>				
24hr Security in DHB.				
Crew signs in with Security & signs for keys.				





TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>	<b>Dept of Assistive &amp; Rehab Services (DARS)</b>			
<b>Address</b>	4800 N. Lamar Blvd			
<b>Property Mgr.</b>	Rick Sosa			
<b>Building Data</b>				
Total CLEANABLE Square Feet	46,149			
Tenant Staff Population	180			
Total Visitors/Month (Estimated)	100			
Total Number of Floors	3			
Estimate Percentage Carpeting	75%			
Total Number of Restrooms	6			
Hand Towel Dispenser Type	Multi-Fold			
Toilet Tissue Dispenser Type	Small Roll			
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	8	Lg Can Liners	2	
Toilet Tissue	8	Sm Can Liners	1	
<b>Current Crew Size / ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	1 x 8hrs			
Day Crew - Total Manhours	8 mh			
Night Crew Size	2 x 4hrs			
Night Crew- Total Manhours	8 mh			
<b>Scope of Work Information</b>				
1. Two conference rooms with seating for 25 each.				
2. Contractor must ensure building is staffed during normal business hours.				
A. Number of People Per Floor (Average/Estimated): 60				
B. Estimated # of Collection Points Per Floor (Trash/Recycling): 4				
C. Lobby Floor Surface: Tile				
D. Hallway Floor Surfaces: Carpet				
E. Number of Break Rooms Per Bldg: 3				
<b>Security Requirements:</b>				
Security until 6pm.				
Crew signs in with Security & signs for keys.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

## TFC Custodial Program - Information Sheet

<b>Building</b>	<b>Human Services Warehouse (HSW)</b>
Address	1111 North Loop
Property Mgr.	Rick Sosa
<b>Building Data</b>	
Total CLEANABLE Square Feet	23,018
Tenant Staff Population	65
Total Visitors/Month (Est.)	20
Total Number of Floors	1 plus mezz.
Estimate Percentage Carpeting	25%
Total Number of Restrooms	4
Hand Towel Dispenser Type	Multi-fold
Toilet Tissue Dispenser Type	Sm Roll



ESTIMATED Supply Usage / (Cases per month) [from previous contractors]				
Hand Towels	5	Lg Can Liners	2	
Toilet Tissue	5	Sm Can Liners	1	
Current Crew Size / ESTIMATED Manhours [from previous contractors]				
Day Crew Size	2 (1x6 and 1x4)			
Day Crew - Total Manhours	10			
Night Crew Size	0			
Night Crew- Total Manhours	0			
Scope of Work Information				
1. Square footage is only for office cleaning. No warehouse cleaning included.				
2. 75% VCT flooring				
3. Day cleaning only.				
4. Majority of staff office on 1 <sup>st</sup> floor. Small group office on mezzanine area.				
A. Number of People Per Floor (Average/Estimated): See item #4 above.				
B. Estimated # of Collection Points Per Floor (Trash/Recycling): 8				
C. Lobby Floor Surface: VCT and carpet				
D. Hallway Floor Surfaces: VCT and carpet				
E. Number of Break Rooms Per Bldg: 2				
Security Requirements:				
Mixture of card and key access.				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

<b>TFC Custodial Program - Information Sheet</b>				
<b>Building</b>		<b>Disaster Recovery Operations (DROC)</b>		
Address		1001 W. North Loop		
Property Mgr.		Rick Sosa		
<b>Building Data</b>				
Total CLEANABLE Square Feet		22,544		
Tenant Staff Population		67		
Total Visitors/Month (Est)		75		
Total Number of Floors		1		
Est. Percentage Carpeting		70%		
Total Number of Restrooms		3		
Hand Towel Dispenser Type		Multi-fold		
Toilet Tissue Dispenser Type		Small Roll		
<b>ESTIMATED Supply Usage / (Cases per month) [from previous contractors]</b>				
Hand Towels	3	Lg Can Liners	1	
Toilet Tissue	2	Sm Can Liners	1	
<b>Current Crew Size/ ESTIMATED Manhours [from previous contractors]</b>				
Day Crew Size	1 x 8			
Day Crew – Total Manhours	8 mhs			
Night Crew Size	1 x 4			
Night Crew- Total Manhours	4 mhs			
<b>Scope of Work Information</b>				
1. Data Center area is NOT included in the contract				
2. One new carpeted conference room in the warehouse area				
3. Recent new office space added with carpet for 14 cubicles				
4. 4 Conference rooms total				
A. Number of People Per Floor (Average/Estimated): 67				
B. Estimated # of Collection Points Per Floor (Trash/Recycling): 8				
C. Lobby Floor Surface: Carpet/some vinyl tile				
D. Hallway Floor Surfaces: Carpet, some vinyl tile				
E. Number of Break Rooms Per Bldg: 1				
<b>Security Requirements:</b>				
Card Access				



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

**TFC Custodial Program - Information Sheet**

<b>Building</b>	<b>Texas School for the Deaf</b>
<b>Address</b>	1102 S. Congress Ave
<b>Property Mgr.</b>	Nick Sultemeier

**Building Data**

Estimated Total Staff	600
Estimated Total Students	600

**Administration Buildings (20 Buildings)**

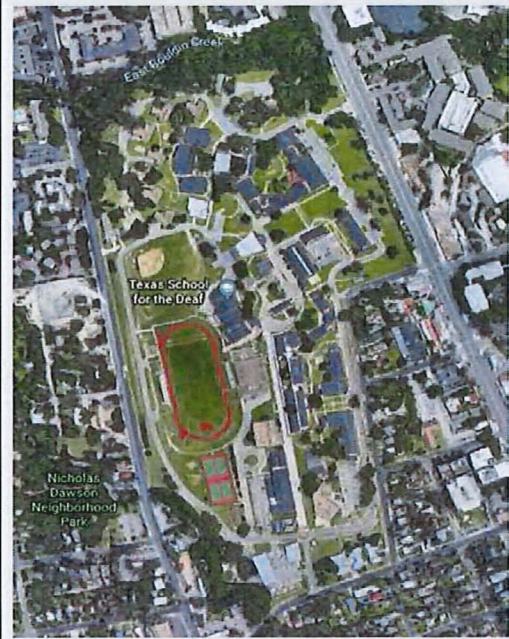
Estimated Total Cleanable Square Feet	214,377 ft <sup>2</sup>
Estimated Percentage of Carpeting	35%
Total Number of Restrooms	42

**Educational Buildings (10 Buildings)**

Estimated Total Cleanable Square Feet	305,738 ft <sup>2</sup>
Estimated Percentage of Carpeting	35%
Total Number of Restrooms	59

**Residential, Dormitories, Apartments (16 Buildings)**

Estimated Total Cleanable Square Feet	153,463 ft <sup>2</sup>
Estimated Percentage of Carpeting	15%
Total Number of Restrooms	97

**Scope of Work Information**

Preforms day, night, and weekend custodial related duties campus wide to include administration, educational, residential buildings, and special events.

See contract specifications for detailed scope of work.

**Notes**

Texas School for the Deaf is established as a state agency to provide a continuum of direct educational services to students, ages zero through twenty-one, who are deaf or hard of hearing and who may have multiple disabilities. TSD is also directed to serve as a statewide educational resource center on deafness, providing a variety of educational services to families, students, programs and professionals throughout the state working with persons who are deaf or hard of hearing

**Security Requirements**

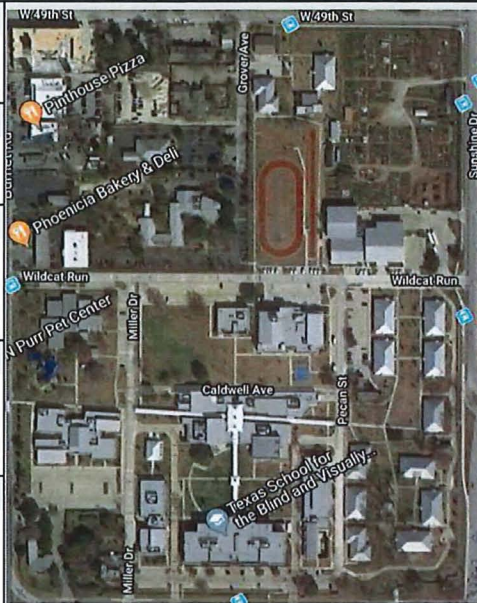
Building keys for the TSD campus will be issued as needed, kept on campus, and returned when assigned duties are completed.



TFC Contract No. 20-004-000

Exhibit A

Villeda Building Service, LLC

TFC Custodial Program - Information Sheet		
<b>Building</b>	<b>Texas School for the Blind and Visually Impaired</b>	
<b>Address</b>	1100 West 45th Street	
<b>Property Mgr.</b>	Shane Howell	
<b>Building Data</b>		
Estimated Total Staff	400	
Estimated Total Students	150	
<b>Administration Buildings (6 Buildings)</b>		
Estimated Total CLEANABLE Square Feet	105,150 ft <sup>2</sup>	
Estimate Percentage Carpeting	35%	
Total Number of Restrooms	37	
<b>Educational Buildings (9 Buildings)</b>		
Estimated Total CLEANABLE Square Feet	100,000 ft <sup>2</sup>	
Estimate Percentage Carpeting	35%	
Total Number of Restrooms	50	
<b>Residential, Dormitories, Apartments (16 Buildings)</b>		
Estimated Total CLEANABLE Square Feet	75,000 ft <sup>2</sup>	
Estimate Percentage Carpeting	35%	
Total Number of Restrooms	85	
		
<b>Scope of Work Information</b>		
<p>Performs daily and/or nightly custodial related duties campus wide to include administration, educational, residential buildings, and special events.</p> <p>See contract specifications for detailed scope of work.</p>		
<b>Notes</b>		
<p>Texas School for the Blind and Visually Impaired (TSBVI) serves as a special public school in which students, ages 6 through 21, who are blind, deaf-blind, or visually impaired, including those with additional disabilities, are eligible for consideration for services on the TSBVI campus. It is also a statewide resource to parents of these children and the professionals who serve them, from birth through transition from school.</p>		
<b>Security Requirements</b>		
<p>Building badges and keys for the TSBVI campus will be issued as needed, kept on campus, and returned when assigned duties are completed.</p>		

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

**EXHIBIT B**  
**SCOPES OF WORK**

TFC Contract No. 20-004-000

Exhibit B

Villeda Building Service, LLC

**SCOPE OF WORK 1 – BASE SCOPE  
DAYTIME CLEANING**

**1.0 DAILY TASKS** are services that are performed every day of the week that a building is in operation.

**Note:** Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

**A. Public areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;

**B. Restrooms**

- ☐ Stock all dispensers at least two (2) times daily, or as required;
- ☐ Collect litter and empty trash;
- ☐ Remove all waste and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Wipe clean and disinfect all countertops, sinks, faucet & flush/valve fixtures, door handles, and light switches (which may have hand contact) using a germicidal agent;

**Note:** Restrooms should not be closed for these cleaning services, unless absolutely necessary.

**C. Office Areas (includes breakrooms within office suites only):**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Wipe clean and disinfect break room countertops/cabinets and exterior surfaces (break rooms only);
- ☐ Restock hand towel and soap dispensers (break rooms only);

**D. Utility Areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;

**E. Cafeterias and Breakrooms**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Clean and disinfect trash receptacles as needed;
- ☐ Sweep or dust mop non-carpeted floors;
- ☐ Damp mop and disinfect non-carpeted floors;
- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- ☐ Re-stage chairs and tables in cafeteria as needed, to standard arrangement;
- ☐ Wipe down microwave ovens (exterior only);

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**1.1 THREE TIMES WEEKLY TASKS** are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

**A. Restrooms (& Drinking Fountains):**

- ☐ Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- ☐ Polish all stainless and nickel fixtures;
- ☐ Replace deodorant urinal screens, as necessary;
- ☐ Damp mop non-carpeted floors with detergent and germicidal additive;
- ☐ Remove graffiti from any/all surfaces;
- ☐ Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable.

**Note:** Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

**1.2 TWICE WEEKLY TASKS** are services that are performed at a minimum of twice a week, every week – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Sweep/dust mop hard surface floors, all public areas;
- ☐ Damp/wet mop and spray buff hard surface floors, on alternate days from dust mopping;
- ☐ Vacuum carpeted floors (entrance areas of ground level foyers, lobbies and corridors) and building entrance mats.

**1.3 WEEKLY TASKS** are services that are performed at a minimum of once a week, every week – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Vacuum all carpeted floors;
- ☐ Clean *entrance and lobby doors and interior lobby glass*;
- ☐ Sweep and remove litter and collect trash from trash cans for the outside entrances and steps leading to each building and collect litter in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- ☐ Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered (this, and below service will likely be scheduled on Mondays);
- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture in common area hallways and common spaces;

**B. Office Areas:**

**Note:** Below noted tasks apply to only interior common area hallways and common work spaces – *not including individual offices and workstations*.

- ☐ Sweep/dust mop hard-surface floors;
- ☐ Vacuum all carpeted floors;
- ☐ Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings;
- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- ☐ Damp wipe (trays only) on Dry-Boards & Chalkboards;



**Note:** Below task applies only to *breakrooms* in interior office areas.

- ☐ Damp/wet mop & spray buff hard surface floors (on alternate days from dust mopping);

**C. Utility Areas:**

- ☐ Sweep/dust mop hard surface floors;
- ☐ Remove litter & debris.

**1.4 TWICE MONTHLY TASKS** are services that are performed at a minimum of twice a month, every month - in addition to above listed tasks.

**A. Office Areas:**

- ☐ Damp/wet mop and spray buff hard surface floors, in all office spaces, including INDIVIDUAL offices and workstations;
- ☐ Vacuum all carpeted floors, **in all office spaces, including** INDIVIDUAL offices and workstations;

**B. Utility Areas:**

- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- ☐ Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings.

**1.5 MONTHLY TASKS** are services that are performed at a minimum of once a month, every month - in addition to above listed tasks.

**A. Public Areas:**

- ☐ Clean *all interior glass* to a level of approximately six (6) feet, or the height of the main panel/wall glass, not to exceed eight (8) feet;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Spot clean carpet stains as needed;
- ☐ Perform high-dusting of all surfaces not to exceed 8 feet;
- ☐ Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- ☐ Dust mop stairwells, dust stairwell rails, remove litter, debris, cobwebs, clean door push plates, dust/clean wall mounted signs & fixtures;

**B. Restrooms:**

- ☐ Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- ☐ Descale toilet bowls and urinals;
- ☐ Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- ☐ Spray buff tile floors;

**Note:** No restroom floor is to be left with a slippery surface, but should be lightly buffed.

**C. Office Areas:**

- ☐ Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- ☐ Vacuum upholstered furniture, drapes, blinds and shades.

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**Note:** In this scope of work, neither window cleaning nor dusting of individual offices is required; however, if debris falls on employee's desks, furnishings or fixtures during the vacuuming of blinds or grills – it must be removed by dusting lightly.

**D. Utility Areas:**

- ☐ Damp/wet mop and spray buff hard surface floors;
- ☐ Vacuum all carpeted floors;
- ☐ Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- ☐ Perform high-dusting of all surfaces not to exceed eight (8) feet;

**E. Elevators:**

- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Clean door tracks and crevices;
- ☐ Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- ☐ Sweep or dust mop non-carpeted floors;

**F. Locker Rooms and Showers**

- ☐ Clean and disinfect walls, floors, drains and chrome fixtures;
- ☐ Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

**1.6 ANNUAL TASKS** are services that are performed at a minimum of once a year during the each year of the Contract – and will be accomplished within the first 3 months of beginning the contract, and in the same month on subsequent years.

**A. Hard Surface Floors in Public Areas**

- ☐ For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall *deep clean such floors using a low-speed buffer* with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- ☐ **Office Areas**  
Perform high-dusting of all surfaces not to exceed eight (8) feet.

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## **SCOPE OF WORK 2 – MID SCOPE DAYTIME CLEANING**

**2.0 DAILY TASKS** are services that are performed every day of the week that a building is in operation.

**Note:** Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

**A. Public Areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Sweep/dust mop hard surface floors, all public areas;
- ☐ Vacuum carpeted floors (entrance areas of ground level foyers, lobbies and corridors) and building entrance mats;
- ☐ Sweep and remove litter and collect trash and recycling from containers for the outside entrances and steps leading to each building in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- ☐ Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered;

**B. Restrooms & Drinking Fountains:**

- ☐ Stock all dispensers at least two (2) times daily, or as required;
- ☐ Collect litter and empty trash;
- ☐ Remove all waste and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Wipe clean & disinfect all counters, sinks, fixtures & equipment, doors, stalls, dividers, walls and light switches (which may have hand-contact) using germicidal agent;
- ☐ Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- ☐ Polish all stainless and nickel fixtures;
- ☐ Replace deodorant urinal screens, as necessary;
- ☐ Damp mop non-carpeted floors with detergent and germicidal additive;
- ☐ Remove graffiti from any/all surfaces;
- ☐ Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable;

**Note:** Restrooms should not be closed for these cleaning services, unless absolutely necessary (except during mopping).

**Note:** Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

**C. Office Areas (Includes Breakrooms Within Office Suites Only):**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Wipe clean and disinfect breakroom countertops/cabinets and exterior surfaces including conference

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rooms;

- ☐ Restock hand towel and soap dispensers (formal breakrooms only);
- ☐ Wipe down microwave ovens (exterior only).

**D. Utility Areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;

**E. Cafeterias and Breakrooms**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Sweep or dust mop non-carpeted floors;
- ☐ Damp mop and disinfect non-carpeted floors;
- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel);
- ☐ Re-stage chairs and tables in cafeteria as needed, to standard arrangement;
- ☐ Wipe down microwave ovens (interior & exterior);

**F. Elevators:**

- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Clean door tracks and crevices;
- ☐ Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- ☐ Sweep or dust mop non-carpeted floors;

**2.1 THREE TIMES WEEKLY TASKS** are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Vacuum all carpeted floors;
- ☐ Clean entrance lobby doors and interior lobby glass.

**B. Office Areas:**

**Note:** Below noted tasks apply to only interior common area hallways, common work spaces and conference rooms– *not including individual offices and workstations.*

- ☐ Sweep/dust mop hard-surface floors;
- ☐ Spot clean fixtures, walls, partitions, glass surfaces, doors, and furnishings;
- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- ☐ Damp wipe (trays only) on Dry-Boards & Chalkboards;
- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Remove trash and recycling as needed in conference rooms.

**2.2 TWICE WEEKLY TASKS** are services that are performed at a minimum of twice a week, every week – in addition to above listed tasks.

**A. Public Areas**

- ☐ Damp/wet mop and spray buff hard surface floors;
- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, equipment and furniture;

**B. Locker Rooms and Showers**

- ☐ Clean and disinfect walls, floors, drains and chrome fixtures;
- ☐ Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

**C. Office Areas:**

**Note:** Below noted tasks apply to only interior common area hallways and common work spaces – *not including individual offices and workstations.*

- ☐ Vacuum all carpeted floors.

**2.3 WEEKLY TASKS** are services that are performed at a minimum of once a week, every week – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Spot clean carpet stains as needed;
- ☐ Dust mop stairwells, dust stairwell rails, remove litter, debris, cobwebs, clean door push plates, dust/clean wall mounted signs & fixtures;

**B. Restrooms:**

- ☐ Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- ☐ De-scale toilet bowls and urinals;
- ☐ Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- ☐ Clean and sanitize all trash containers;
- ☐ Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- ☐ Spray buff tile floors;
- ☐

**Note:** No restroom floor is to be left with a slippery surface, but should be lightly buffed.

**C. Office Areas:**

- ☐ Sweep or dust mop non-carpeted floors including INDIVIDUAL offices and workstations (on alternate days from dust mopping);
- ☐ Damp/wet mop and spray buff hard surface floors, in all office spaces, including INDIVIDUAL offices and workstations, on alternate days from dust mopping;
- ☐ Vacuum all carpeted floors, including INDIVIDUAL offices and workstations;
- ☐ Clean and disinfect trash and recycling containers as needed.

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**D. Utility Areas:**

- ☐ Sweep/dust mop hard surface floors;
- ☐ Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors;
- ☐ Dust horizontal building surfaces, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture;
- ☐ Remove litter & debris;
- ☐ Vacuum carpet.

**2.4 MONTHLY TASKS** are services that are performed at a minimum of once a month, every month – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Clean *all interior glass* to a level of approximately six (6) feet, or the height of the main panel/wall glass, not to exceed eight (8) feet;
- ☐ Vacuum upholstered furniture, drapes, blinds and shades;
- ☐ Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- ☐ Perform high-dusting of all surfaces not to exceed eight (8) feet.

**B. Office Areas:**

- ☐ Dust horizontal surfaces & furnishings, including book cases, file cabinet tops, picture frames, wall-mounted fixtures, and furniture - *including individual offices and workstations*;
- ☐ Vacuum HVAC ducts, grills, air intake vents and register surfaces;
- ☐ Vacuum upholstered furniture, drapes, blinds and shades;
- ☐ Perform high-dusting of all surfaces not to exceed eight (8) feet.

**C. Utility Areas:**

- ☐ Damp/wet mop and spray buff hard surface floors;
- ☐ Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- ☐ Perform high-dusting of all surfaces not to exceed eight (8) feet.

**D. Cafeterias**

- ☐ Scrub cafeteria floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, mold and bacteria that has become embedded in the porous surfaces of the grout, where applicable.

**2.5 ANNUAL TASKS** are services that are performed at a minimum of once a year during the each year of the Contract

**A. Hard Surface Floors in Public Areas**

- ☐ For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall *deep clean such floors using a low-speed buffer* with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- ☐ Strip and wax all hard surface floors with a minimum of 3 coats of wax and 2 coats of sealer.

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## **SCOPE OF WORK 3 – FULL SCOPE DAYTIME CLEANING**

**3.0 DAILY TASKS** are services that are performed every day of the week that a building is in operation.

**Note:** Collection of litter, trash and recycling shall be conducted at a minimum of once per day or as required.

**A. Public Areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Sweep or dust mop non-carpeted floors (all levels);
- ☐ Vacuum carpet and clean entrance mats (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- ☐ Dust furnishings & surfaces (Entrance Areas Ground-level Foyers, Lower Lobbies and Lower Main Corridors);
- ☐ Clean entrance lobby doors and interior lobby glass;
- ☐ Clean and disinfect drinking fountains;
- ☐ Sweep and remove litter and collect trash from trash cans for the outside entrances and steps leading to each building and collect litter in the area twenty five (25) feet around the perimeter of the building and/or any concrete patio;
- ☐ Clean ash containers outside of the building as well as the walk areas where cigarette butts may be scattered.

**B. Restrooms (& Drinking Fountains):**

- ☐ Stock all dispensers at least two (2) times daily, or as required;
- ☐ Collect litter and empty trash;
- ☐ Remove all waste and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Wipe clean & disinfect all counters, sinks, fixtures & equipment, doors, stalls, dividers, walls and light switches (which may have hand-contact) using germicidal agent;
- ☐ Clean and disinfect fountains, toilets, urinals, sinks, fixtures, walls, mirrors, partitions, glass surfaces, countertops, doors, and furnishings;
- ☐ Polish all stainless and nickel fixtures;
- ☐ Replace deodorant urinal screens, as necessary;
- ☐ Damp mop non-carpeted floors with detergent and germicidal additive;
- ☐ Remove graffiti from any/all surfaces;
- ☐ Annotate Restroom Service Cards at the conclusion of each cleaning service, and note the date and time that all services were checked and completed, with legible initials. Contractors should leave completed cards with the Property Manager and contact him/her for additional cards, or when door holders are not available or are unserviceable.

**Note:** Restrooms should not be closed for these cleaning services, unless absolutely necessary (except during mopping).

**Note:** Restrooms are considered properly cleaned when all countertops and plumbing fixtures have been sanitized with an approved disinfectant and all toilets and urinals have been sanitized with an approved disinfectant and all urine or other stains have been removed. Contractor should routinely clean walls to eliminate smudges, film and graffiti and floors should be regularly maintained to eliminate dirty grout, dirt, and spills.

**C. Office Areas (Includes Breakrooms Within Office Suites Only):**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Sweep or dust mop non-carpeted floors in COMMON AREAS— *not including individual offices and workstations*;
- ☐ Damp wipe (trays only) on Dry-Boards & Chalkboards;
- ☐ Wipe clean and disinfect breakroom countertops/cabinets and exterior surfaces (formal breakrooms only);
- ☐ Restock hand towel and soap dispensers (formal breakrooms only);
- ☐ Wipe down microwave ovens (exterior only).

**D. Utility Areas:**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in designated central collection point trash containers;
- ☐ Clean and disinfect in-room drinking fountains and wash basins;
- ☐ Sweep or dust mop non-carpeted floors;
- ☐ Clean loading dock /delivery areas, collect litter, sweep as needed;
- ☐ Clean exterior plazas and break areas, collect litter, sweep as needed;
- ☐ Vacuum carpeted floor.

**E. Cafeterias and Breakrooms**

- ☐ Collect litter and empty trash and recycling receptacles from designated central collection points only;
- ☐ Remove all waste & recycling from designated central collection points and transport to dock area dumpster sites;
- ☐ Replace all stained/used trash can liners in trash containers;
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Rearrange chairs and tables in cafeteria as needed.
- ☐ Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas & appliances cleaned by food service personnel;
- ☐ Police litter;
- ☐ Sweep or dust mop non-carpeted floors;
- ☐ Damp mop and disinfect non-carpeted floors;
- ☐ Spot clean and remove stains;
- ☐ Vacuum carpet;
- ☐ Wipe down microwave ovens (interior & exterior);

**F. Elevators:**

- ☐ Vacuum carpet (spot clean and remove stains as needed);
- ☐ Clean door tracks and crevices;
- ☐ Clean as required all cab walls, ceilings, fixtures, glass, and any horizontal surfaces;
- ☐ Sweep or dust mop non-carpeted floors.

**3.2 THREE TIMES WEEKLY TASKS** are services that are performed at a minimum of three (3) times a week, every week – in addition to above listed tasks.

**A. Public Areas:**

- ☐ Damp Mop & Spray Buff COMMON AREA non-carpeted floors (Entrance Areas Ground-level Foyers, Lobbies and Corridors);
- ☐ Completely vacuum COMMON AREA carpeted floors;



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- ☐ Dust building and furniture surfaces.

**B. Locker Rooms and Showers**

- ☐ Clean and disinfect walls, floors, drains and chrome fixtures;
- ☐ Wipe clean and disinfect horizontal surfaces including wall mounted fixtures and furniture.

**C. Office Areas:**

- ☐ Dust building and furniture surfaces – *not including individual offices and workstations;*
- ☐ Spot clean fixtures, walls, partitions, glass surfaces, doors, furnishings – *not including individual offices and workstations;*
- ☐ Damp Mop & Spray Buff non-carpeted floors in COMMON AREAS– *not including individual offices and workstations;*
- ☐ Vacuum carpet in all COMMON AREAS – *not including individual offices and workstations;*
- ☐ Clean and disinfect trash and recycling containers as needed;
- ☐ Spot clean carpet as needed.

**3.2 WEEKLY TASKS** are services that are performed at a minimum of once a week, every week, in addition to above listed tasks.

**A. Public Areas:**

- ☐ Damp Mop & Spray Buff all public area non-carpeted floors (ALL hard surface floors, including Corridors/Halls on upper floors);
- ☐ Vacuum exterior HVAC duct, grills, air vents and register surfaces;
- ☐ Clean stairwells and hand railings, panic bars and door push plates;
- ☐ Spot clean furniture, fixtures, walls, partitions, surfaces and doors, etc;
- ☐ Spot clean carpet stains as needed;

**B. Restrooms:**

- ☐ Scrub bathroom floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout;
- ☐ Descale toilet bowls and urinals;
- ☐ Clean/vacuum all ceiling vents, HVAC ducts, grilles and register surfaces;
- ☐ Clean and sanitize all trash containers;
- ☐ Clean floor drains, where applicable, and pour counteractant and/or water down drains to refill drain traps, preventing gas and odor entry;
- ☐ Spray buff tile floors;

**Note:** No restroom floor is to be left with a slippery surface, but should be lightly buffed.

**C. Office Areas:**

- ☐ Sweep or dust mop non-carpeted floors – *INCLUDING individual offices and workstations;*
- ☐ Completely wet mop and BUFF all non-carpeted floors – *INCLUDING individual offices and workstations;*
- ☐ Dust building and furniture surfaces – *INCLUDING individual offices and workstations;*
- ☐ Completely vacuum all carpeted floors – *INCLUDING individual offices and workstations;*
- ☐ Spot clean common area trash receptacles;

**D. Utility Areas:**

- ☐ Dust horizontal building surfaces;
- ☐ Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors, etc;
- ☐ Wet mop and buff all non-carpeted floors;

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- ☐ Completely vacuum carpeted floors.

**3.4 MONTHLY TASKS** are services that are performed at a minimum of once a month, every month, in addition to above listed tasks.

**A. Public Areas:**

- ☐ Completely clean all interior glass (to a level of approximately six (6) feet high);
- ☐ Perform High-Dusting of all surfaces not to exceed 8 ft;
- ☐ Vacuum upholstered furniture and blinds.

**B. Office Areas:**

- ☐ Vacuum HVAC duct, grills, air intake vents and register surfaces;
- ☐ Vacuum upholstered furniture, drapes, blinds and shades;
- ☐ Perform High-Dusting of all surfaces not to exceed 8 ft.

**C. Utility Areas:**

- ☐ Vacuum exterior HVAC ducts, air vents and register and intake grill surfaces;
- ☐ Perform High-Dusting of all surface not to exceed 8 ft;
- ☐ Scrub concrete areas with low speed buffer;

**D. Cafeterias**

- ☐ Scrub cafeteria floors with a detergent containing a germicidal additive using a low-speed buffer with brush or scrubbing pad to scrub emulsified dirt, mold and bacteria that has become embedded in the porous surfaces of the grout, where applicable.

**3.5 ANNUAL TASKS** are services that are performed at a minimum of once a year during the each year of the Contract – and will be accomplished within the first 3 months of beginning the contract, and in the same month on subsequent years.

- ☐ For the cleaning of floors that do not require a floor finish as specified by the TFC Contract Administrator or his/her designated representative, Contractor shall deep clean such floors using a low-speed buffer with a brush or scrubbing pad to scrub dirt that has become embedded in the tile and grout.
- ☐ Strip and wax all hard surface floors with a minimum of 3 coats of wax and 2 coats of sealer.

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## SCOPE OF WORK 4 TSD AND TSBVI

**Services shall be performed on an as-needed basis. There is no guarantee of volume or frequency for services at TSD and TSBVI.**

Contractors may be asked to perform the following services in a specified area.

### **A. Room Cleaning**

All classrooms, office areas, file rooms, and conference rooms may receive the following cleaning duties:

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Floors shall be swept clean and dust mopped to remove all dust, dirt, and debris.
- ☐ Floors shall be damped mopped to remove dirt and stains which cannot be removed by sweeping.
- ☐ Vacuum carpeted floors, rugs, and mats. Area rugs shall be removed periodically to permit proper cleaning of the area covered by the rug.
- ☐ Clean and disinfect teachers' desks and chairs, students' desks and chairs, tables, chalkboard frames, cabinets, files, clocks, counter tops, and vents.
- ☐ Clean sinks, water fountains, and light fixtures in classrooms.
- ☐ Remove all finger prints, smudges, and writing from walls and glass doors.
- ☐ Floors shall be buffed monthly to maintain shine

### **B. Restrooms**

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Wipe clean and disinfect all sinks, fixtures, fountains, toilets, urinals, mirrors, partitions, glass surfaces, countertops, doors, light switches, and furnishings.
- ☐ Polish all stainless steel fixtures, door pulls, and kick plates.
- ☐ Stock all dispensers as required.
- ☐ Sweep and wet mop entire floor with a disinfect/germicidal solution.
- ☐ Sanitary napkin receptacles will be emptied, cleaned and disinfected, and provided with a new paper bag liner daily.
- ☐ Remove all finger prints, smudges, and writing from walls and partitions.
- ☐ Pour water in bathroom floor drains daily or as needed.

### **C. Entryways, hallways, and common areas**

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Floors shall be swept, mopped, or scrubbed in all corridors, entrances, and common areas.
- ☐ Remove all finger prints, smudges, and writing from walls and on all vertical surfaces.

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Villeda Building Service, LLC

- ☐ Vacuum carpeted floors, rugs, and mats. Area rugs shall be removed periodically to permit proper cleaning of the area covered by the rug.
- ☐ Remove dust and dirt from window sills.
- ☐ Wipe clean and disinfect water fountains and polish stainless steel.
- ☐ Walls shall be cleaned and wiped down up to 8ft.
- ☐ Floors shall be buffed monthly to maintain shine.
- ☐ Dust, wipe clean, and disinfect lockers in hallways.
- ☐ Remove dust and dirt from fire extinguishers, ledges, interior/exterior doors and frames, and metal thresholds.
- ☐ Wipe clean and disinfect door handles.
- ☐ Sweep and remove litter and collect trash and recycling from containers for the outside entrances and steps leading to each building in the area twenty-five (25) feet around the perimeter of the building and/or concrete patio.

**D. Auditorium**

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Sweep and vacuum aisles and between and under seats.
- ☐ Sweep and damp mop stage with approved wood floor cleaner.
- ☐ Clean and disinfect restrooms as per specifications noted in section B. 1-8.

**E. Elevators/Stairs**

- ☐ Sweep and mop non-carpeted floor.
- ☐ Wipe clean and disinfect door tracks, crevices, elevator controls, and all vertical surfaces. Polish stainless steel doors and walls.
- ☐ Clean as required all ceilings, fixtures, glass, and any horizontal surfaces.
- ☐ Sweep and damp mop steps and landings. Wipe down hand rails and window sills.

**F. Cafeteria**

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Sweep and wet mop entire floor with a disinfect/germicidal solution.
- ☐ Clean and disinfect restrooms as per specifications noted in section B. 1-8.
- ☐ Remove all finger prints, smudges, and writing from walls, glass doors, and windows.
- ☐ Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc. (except areas and appliances cleaned by food service personnel).
- ☐ Vacuum all rugs and entrance mats.
- ☐ Wipe clean and disinfect water fountains and polish stainless steel.
- ☐ Re-stage chairs and tables in cafeteria as needed, to standard arrangement.

**G. Swimming pool and Gymnasium**

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Exhibit B

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- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ Wipe clean and disinfect walls, floors, showers, sinks, faucets, and lockers.
- ☐ Sweep and mop pool area and deck area once per week.
- ☐ Sweep and damp mop gym floor with approved wood floor cleaner.
- ☐ Clean and disinfect restrooms as per specifications noted in section B. 1-8.

#### **H. Dormitories and Apartments**

- ☐ Waste and recycling receptacles shall be emptied and all trash removed to main disposal areas. Soiled receptacles shall be cleaned with a disinfectant solution and used trash can liners will be replaced as needed.
- ☐ All common areas including living rooms, dining rooms, hallways, and kitchens shall be swept and mopped with a disinfect/germicidal solution.
- ☐ Spot clean, dust, and wipe down furniture, wall mounted fixtures, and horizontal surfaces.
- ☐ Clean and disinfect restrooms as per specifications noted in section B. 1-8. This includes cleaning and disinfecting showers and bathtubs.
- ☐ Vacuum all rugs and entrance mats.
- ☐ Floors shall be buffed monthly to maintain shine.
- ☐ Strip beds and replace with clean linens. Replace towels in restrooms.

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Villeda Building Service, LLC  
RFP No. 303-9-00942

## **EXHIBIT C**

### **SERVICE CLASSES AND REQUIREMENTS**

**ATTACHMENT J – SERVICE CLASSES AND REQUIREMENTS****I. SERVICE CLASSES AND REQUIREMENTS.**

A. This Contract contains **seven (7) classes of service**, setting forth the service schedule to be followed by the Contractor; including the custodial requirements for building area types. **These service classes and requirements are standard for all buildings and shall be followed by the Contractor unless a variance for a specific task, building or area type is included in contract Attachment G – Building List.**

B. All tasks listed below are required to be accomplished as “Day Custodial” tasks (see requirements for Day Custodial Program in contract paragraph 1.01) unless specifically noted in **Attachment G – Building List**; or as agreed to by contractor and owner, prior to services being performed.

C. For weeks with holidays or closures, tasks that are required to be completed twice, or three times weekly will still be accomplished if there is only one closure day per week. If more than one closure day per week occurs – task schedule will be reduced as directed by Contract Administrator.

1. **DAILY TASKS** are services that are performed every weekday, except for holidays listed in contract **Attachment F – State Holiday Schedule**.
2. **THREE TIMES WEEKLY TASKS** are services that are performed at a minimum of three (3) times a week, every week.
3. **TWICE WEEKLY TASKS** are services that are performed at a minimum of twice a week, every week.
4. **WEEKLY TASKS** are services that are performed at a minimum of once a week, every week.
5. **TWICE MONTHLY TASKS** are services that are performed at a minimum of twice a month, every month.
6. **MONTHLY TASKS** are services that are performed at a minimum of once a month, every month.
7. **ANNUAL TASKS** are services that are performed at a minimum of once a year during each year of the Contract, and will be accomplished as per **Attachment H - Scopes** and as per the requirements of Section III below.

**II. BUILDING AREA DESCRIPTIONS:**

A. **Public Areas** are defined as **ground-level entry areas, foyers & lobbies** (may be two “ground level” areas on buildings with multiple level entrances); **main corridors & lobbies** on lower floors and upper floors – typically near elevator landings, and extending from elevators towards office work areas. Main corridors included in this category are typically 4-6 feet wide or more and are the main transit routes for both employees and visitors. **Elevators and elevator lobbies (all floors)** are included in this category, as they are common areas utilized by all building employees and visitors. **Cafeterias and break rooms** that are located within these same areas of the building, which see a high degree of visitor traffic, are also considered public areas. Break rooms that are located fully within employee office areas, and are intended solely for use by the employees in that office area, are not considered public areas. Public areas also include those **large meeting rooms/public hearing rooms** that are designed or designated for large meetings of over 100 people or more, most frequently found on ground levels, and which frequently host meetings that are open to the public or large visitor groups. **(Minor Hallways** that extend off the main corridors into office work areas **are NOT included** in this category, as they typically do not receive substantial visitor traffic, and are primarily used by building employees – these spaces are included below in Office Areas.)

*Note: Elevators, Cafeterias and Break Rooms each have their own specific categories for additional clarification of tasks.*

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Exhibit C

Villeda Building Service, LLC

B. **Office Areas** are defined as offices (typically constructed with hard walls and locking doors), modular/cubicle workstations, computer rooms, conference rooms, library stacks, work rooms, employee lounges and break rooms, meeting rooms, study rooms and classrooms. This category covers all areas where employees typically work and meet, but receive minimal visitor traffic. This category also includes those ***minor hallways*** that connect interior work areas. These are most often found inside "office suites", and connect areas within the suite. (Note: Although individual offices & individual workstations are included in this category, they may have slightly different specific requirements than the other more common areas in this category – which will be noted specifically in the scope of work requirements.)

*Note: Additional clarification of tasks is included in this section for those informal and formal Break Rooms located with Office Area suites.*

C. **Utility Areas** are defined as general work areas, shipping/receiving areas, mailrooms, file rooms, record rooms, supply rooms, active storage rooms and loading dock areas. These areas typically do not see visitor traffic, and are typically utilized by employees for work requiring substantial activity. These areas typically see a great deal of "wear & tear" and are ***not intended*** to receive the same level of service as the public or office areas due to the limited uses of these spaces, or the utility use of these spaces which would preclude higher finish levels.

D. **Restrooms** are defined as restrooms on any floor/level for employee or visitor use. This category also includes those buildings equipped with locker rooms – which shall receive the same schedule and scope of work as standard restrooms.

III. **ANNUALLY SCHEDULED REQUIREMENTS**. Contractor shall submit a draft schedule for all annual floor work projects, or similar required projects, to the TFC Contract Administrator – which is specific as to date and time such requirements are proposed to be performed. The TFC Contract Administrator will discuss with tenant organizations to ensure it meets their needs, and provide Contractor with any changes prior to the start of the project. Contractor shall not initiate these work projects without prior approval of final schedule. Contractor shall send written notice, by fax or email, to the TFC Contract Administrator within twenty-four (24) hours of completion of a project.

IV. **SCHEDULE VARIANCES**. The frequency of the Tasks defined in this section may be increased for a period of time if Contractor continually fails inspections. Frequency changes to the schedules set forth in this section must be approved by the TFC Contract Administrator.

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TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

**EXHIBIT D**

**COMPENSATION AND FEES**

Respondent Name:

VILLEDA BUILDING SERVICE LLC

TFC Contract No. 20-004-000

Exhibit D

RFP No. 303-9-00942

**ATTACHMENT D****COMPENSATION AND FEES - ADDENDUM #2 REVISION**

Respondent may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC. All materials and labor must be accounted for in the pricing submitted below. Respondent may not add additional price points after proposal opening.

Group 3 - Base Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
CSB	1711 San Jacinto	82,083	\$4,500.00
LBJ + PKQ	111 E. 17th St.	264,894	\$13,500.00
REJ + PKP	1501 N. Congress	280,714	\$14,500.00
JHR	105 W. 15th	123,497	\$5,500.00
WBT	1701 N. Congress	437,983	\$22,500.00
Total Cleanable SqFt		1,179,171	
Total Group 3 Cost (Monthly Invoice Amount)			\$60,500.00

Group 4 - Base Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
DHR/DHSB DHT/RBB/RDM	1100 W. 49th	314,895	\$22,100.00
PROM	4044 Promontory Point	21,230 office / 37,450 warehouse	\$2,300.00
SRC	4400 Shoal Creek	113,400	\$3,000.00
DHB	909 W. 45 <sup>th</sup> St.	61,561	\$4,800.00
DARS	4800 North Lamar	46,149	\$2,500.00
HSW	1111 North Loop	23,618	\$2,100.00
DROC	1001 W. No. Loop	22,544	\$1,200.00
Total Cleanable SqFt		640,297	
Total Group 4 Cost (Monthly Invoice Amount)			\$38,000.00

**Base Scope**

Carpet Shampoo – cost per sq. ft. \$\_.012\_\_\_\_\_

Strip and Wax – cost per sq. ft. \$\_.15\_\_\_\_\_

SHB: additional porter – cost per hour \$\_\_15.00\_\_\_\_\_

JHR: additional porter – cost per hour \$\_\_15.00\_\_\_\_\_

REJ: additional porter – cost per hour \$\_\_15.00\_\_\_\_\_

Respondents are not required to submit pricing and qualifications for all Groups. However, Respondents shall submit pricing and qualifications for all facilities within a Group, and include all Scopes (Base, Mid and Full).

Respondent Name:

VILVEDA BUILDING SERVICE LLC

TFC Contract No. 20-004-000

Exhibit D

RFP No. 303-9-00942

**ATTACHMENT D**  
**COMPENSATION AND FEES - ADDENDUM #2 REVISION**

Respondent may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC. All materials and labor must be accounted for in the pricing submitted below. Respondent may not add additional price points after proposal opening.

Group 3 - Mid Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
CSB	1711 San Jacinto	82,083	\$4,700.00
LBJ + PKQ	111 E. 17th St.	254,894	\$14,000.00
REJ + PKP	1501 N. Congress	280,714	\$15,000.00
JHR	105 W. 15th	123,497	\$6,000.00
WBT	1701 N. Congress	437,983	\$23,000.00
Total Cleanable SqFt		1,179,171	
Total Group 3 Cost (Monthly Invoice Amount)			\$62,700.00

Group 4 - Mid Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
DHR/DHSB DHT/RBB/RDM	1100 W. 49th	314,898	\$22,100
PROM	4044 Promontory Point	21,280 office / 37,450 warehouse	\$2,650.00
SRC	4400 Shoal Creek	113,400	\$3,200.00
DHB	909 W. 45th St	81,561	\$5,100.00
DARS	4800 North Lamar	46,149	\$2,600.00
HSW	1111 North Loop	23,619	\$3,000.00
DROC	1001 W. No. Loop	22,544	\$1,350.00
Total Cleanable SqFt		643,297	
Total Group 4 Cost (Monthly Invoice Amount)			\$40,000.00

Mid Scope

Carpet Shampoo – cost per sq. ft. \$ 0.12Strip and Wax – cost per sq. ft. \$ 0.15SHB: additional porter – cost per hour \$ 15.00JHR: additional porter – cost per hour \$ 15.00REJ: additional porter – cost per hour \$ 15.00

Respondents are not required to submit pricing and qualifications for all Groups. However, Respondents shall submit pricing and qualifications for all facilities within a Group, and include all Scopes (Base, Mid and Full).



Respondent Name: **VILLEDIT BUILDING SERVICE LLC** TFC Contract No. 20-004-000  
Exhibit D  
RFP No. 303-9-00942

**ATTACHMENT D**  
**COMPENSATION AND FEES - ADDENDUM #2 REVISION**

Respondent may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC. All materials and labor must be accounted for in the pricing submitted below. Respondent may not add additional price points after proposal opening.

Group 3 - Full Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
CSB	1711 San Jacinto	82,083	\$5,200.00
LBJ + PKQ	111 E. 17th St.	254,894	\$15,000.00
REJ + PKP	1501 N. Congress	280,714	\$16,000.00
JHR	105 W. 15th	123,497	\$6,600.00
WBT	1701 N. Congress	437,983	\$24,000.00
Total Cleanable SqFt		1,179,171	
Total Group 3 Cost (Monthly Invoice Amount)			\$66,800.00

Group 4 - Full Scope			
BLDG	Address	Cleanable SqFt	Monthly Cost
DHR/DHSB DHT/RBB/RDM	1100 W. 49th	314,895	\$23,000.00
PROM	4044 Promontory Point	21,280 office / 37,450 warehouse	\$3,000.00
SRC	4400 Shoal Creek	113,400	\$3,500.00
DHB	909 W. 45th St	61,561	\$6,000.00
DARS	4800 North Lamar	46,145	\$3,000.00
HSW	1111 North Loop	23,018	\$3,500.00
DROC	1001 W. No. Loop	22,514	\$2,000.00
Total Cleanable SqFt		640,287	
Total Group 4 Cost (Monthly Invoice Amount)			\$44,000.00

**Full Scope**

Carpet Shampoo – cost per sq. ft. \$ 0.12

Strip and Wax – cost per sq. ft. \$ 0.15

SHB: additional porter – cost per hour \$ 15.00

JHR: additional porter – cost per hour \$ 15.00

REJ: additional porter – cost per hour \$ 15.00

Respondents are not required to submit pricing and qualifications for all Groups. However, Respondents shall submit pricing and qualifications for all facilities within a Group, and include all Scopes (Base, Mid and Full).

Vendor Name: VILLEDA BUILDING SERVICE, LLC

TFC Contract No. 20-004-000

Exhibit D

RFP No. 303-9-00942

**ATTACHMENT D**  
**COMPENSATION AND FEES - ADDENDUM #4 REVISION**

Respondent may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC. All materials and labor must be accounted for in the pricing submitted below. Respondent may not add additional price points after proposal opening.

Definitions and assumptions.

1. Rates below assume labor for one person during the stated hours.
2. **Regular Hours** - between 7:00 am and 6:00 pm Monday through Friday.
3. **Events/Afterhours/Weekends** – anytime outside of the Regular Hours.
4. **Hourly Cost (Regular Hours)** - bill rate for one person working one hour during Regular Hours.
5. **Events/Afterhours/Weekends Hourly Cost** – bill rate for one person working one hour outside of Regular Hours.
6. **Weekly Cost** – bill rate for one person working 40 hours during Regular Hours.
7. **Monthly Cost** – bill rate for one person working 4 weeks during Regular Hours. This rate assumes 4 weeks at 40 hours per week.
8. Services shall be performed on an as-needed basis at TSD and TSBVI. There is no guarantee of volume or frequency of services. As such, scope of work is not defined.

Building Grouping – TSD/TSBVI			
Group 6			
BLDG	Address		Cleanable SqFt
TSD	1102 S. Congress		673,578
Hourly Cost (Regular Hours)	Events/Afterhours/Weekends Hourly Cost	Weekly Cost	Monthly Cost
\$15.00 Per hour	\$ 18.00 Per hour	\$600.00 per week	\$2,400.00 per month
TSBVI	1100 West 45th St.		280,150
Hourly Cost (Regular Hours)	Events/Afterhours/Weekends Hourly Cost	Weekly Cost	Monthly Cost
\$15.00 Per hour	\$18.00 per hour	\$600.00 per week	\$2,400.00 per month
Total Cleanable SqFt			953,728

Carpet Shampoo – cost per sq. ft. \$ 0.15Strip and Wax – cost per sq. ft. \$ 0.20

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

**EXHIBIT E**

**STATE OF TEXAS HOLIDAY SCHEDULE**



TFC Contract No. 20-004-000

Exhibit E

Villeda Building Service, LLC

State Holiday Schedule for Fiscal Year 2020			
Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9-02-19	Monday
Rosh Hashanah	Optional Holiday	9-30-19	Monday
Rosh Hashanah	Optional Holiday	10-01-19	Tuesday
Yom Kippur	Optional Holiday	10-09-19	Wednesday
Veterans Day	All agencies closed.	11-11-19	Monday
Thanksgiving Day	All agencies closed.	11-28-19	Thursday
Day after Thanksgiving	All agencies closed.	11-29-19	Friday
Christmas Eve Day	All agencies closed.	12-24-19	Tuesday
Christmas Day	All agencies closed.	12-25-19	Wednesday
Day after Christmas	All agencies closed.	12-26-19	Thursday
New Year's Day	All agencies closed.	1-01-20	Wednesday
Confederate Heroes Day		1-19-20	Sunday
Martin Luther King, Jr. Day	All agencies closed.	1-20-20	Monday
Presidents' Day	All agencies closed.	2-17-20	Monday
Texas Independence Day	Skeleton crew required.	3-02-20	Monday
Cesar Chavez Day	Optional Holiday	3-31-20	Tuesday
Good Friday	Optional Holiday	4-10-20	Friday
San Jacinto Day	Skeleton crew required.	4-21-20	Tuesday
Memorial Day	All agencies closed.	5-25-20	Monday
Emancipation Day	Skeleton crew required.	6-19-20	Friday
Independence Day		7-04-20	Saturday
LBJ Day	Skeleton crew required.	8-27-20	Thursday

State Holiday Schedule for Fiscal Year 2021			
Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9-07-20	Monday
Rosh Hashanah		9-19-20	Saturday
Rosh Hashanah		9-20-20	Sunday
Yom Kippur	Optional Holiday	9-28-20	Monday
Veterans Day	All agencies closed.	11-11-20	Wednesday
Thanksgiving Day	All agencies closed.	11-26-20	Thursday
Day after Thanksgiving	All agencies closed.	11-27-20	Friday
Christmas Eve Day	All agencies closed.	12-24-20	Thursday
Christmas Day	All agencies closed.	12-25-20	Friday
Day after Christmas		12-26-20	Saturday
New Year's Day	All agencies closed.	1-01-21	Friday
Martin Luther King, Jr. Day	All agencies closed.	1-18-21	Monday
Confederate Heroes Day	Skeleton crew required.	1-19-21	Tuesday
Presidents' Day	All agencies closed.	2-15-21	Monday
Texas Independence Day	Skeleton crew required.	3-02-21	Tuesday
Cesar Chavez Day	Optional Holiday	3-31-21	Wednesday
Good Friday	Optional Holiday	4-02-21	Friday
San Jacinto Day	Skeleton crew required.	4-21-21	Wednesday
Memorial Day	All agencies closed.	5-31-21	Monday
Emancipation Day		6-19-21	Saturday
Independence Day		7-04-21	Sunday
LBJ Day	Skeleton crew required.	8-27-21	Friday

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

## **EXHIBIT F**

### **CRIMINAL BACKGROUND CHECKS AND APPLICATION GUIDELINES**

## TEXAS FACILITIES COMMISSION

### CRIMINAL BACKGROUND CHECKS AND APPLICATION

### GUIDELINES

It is the policy of the Texas Facilities Commission ("TFC") that all contractor employees and subcontractors that will complete any work on-site at a state-owned property may be subject to a criminal background check. Any expense associated with such criminal background check shall be borne by the contractor. Contractor employees and subcontracts who work in case-sensitive areas shall be required to submit to a criminal history background check. If requested by TFC, a complete criminal background check shall be completed before any employee performs services at the site. Criminal background checks must be performed by the Texas Department of Public Safety ("DPS") and must be on the form provide by TFC.

#### I. CRIMINAL HISTORY CRITERIA

Employers should use the following criminal history criteria when hiring employees to perform work for TFC. Any employee failing to meet the minimum standard will be denied. If special circumstances exist, please contact the TFC representative for clarification or further consideration.

A conviction or deferred adjudication for one of the following offenses will result in the **permanent disqualification** of a person from eligibility to provide contractual services with Texas Facilities Commission:

- (i) any act causing death as defined in Texas Penal Code; and
- (ii) any felony or misdemeanor involving arson, burglary, breach of computer security, credit card abuse, counterfeiting, forgery, kidnapping, robbery, stalking, terroristic threat, theft, and any sexual offense designated as a felony in Texas Penal Code.

Additionally, anyone who has a current duty to register as a sex offender, is under indictment or is a fugitive from justice is disqualified.

## Texas Facilities Commission---Criminal Background Checks and Application Guidelines

For individuals who have a conviction or deferred adjudication for felonies not enumerated above, 10 years must have passed from the time of disposition or discharge of probation in order for that person to be eligible to provide contractual services with the TFC.

For individuals who have a misdemeanor conviction or deferred adjudication for misdemeanors not enumerated above, 5 years must have passed from the time of disposition or discharge of probation in order for that person to be eligible to provide contractual services with the TFC.

## II. CRIMINAL BACKGROUND PROCESS

DPS has entered into an exclusive contract with Identogo Centers, formerly L-1 Enrollment Services, operated by MorphoTrust USA. Identogo by MorphoTrust is the exclusive live scan fingerprinting provider for DPS. All TFC contractors that are subject to TFC criminal background check requirements must create an account with Identogo in accordance with the Identogo Account Application and requirements attached hereto as "Attachment A". Thereafter, all contractor employees and subcontractors must follow the registration procedures attached hereto as "Attachment A" including using the ***Texas Facilities Commission Service Code 11G6ZN***. All necessary instructions and information to schedule a fingerprint appointment is included in Attachment A. In addition, the only service code accepted by DPS for a TFC criminal background check is the service code provided in Attachment A, hereto, therefore, if an individual does not use the service code in Attachment A, he or she may be required to repeat the process at the expense of contractor. Contractors can begin the process by simply clicking on this link:

<https://uenroll.identogo.com/servicecode/11G6ZN>

Additionally, forms and instructions can be found on the Identogo website at <http://www.identogo.com> by clicking on the State of Texas. Links on that page include one for online scheduling and a list for the state-wide fingerprinting locations. The waiver form for the criminal background check is attached hereto as "Attachment B". In the event Contractor needs to set up a new account, please refer to the attached link for instructions: <http://www.l1enrollment.com/state/forms/tx/566718664f05a.pdf>.

## III. CRIMINAL HISTORY ERROR RESOLUTION

The Error Resolution Unit ("ER") is responsible for updating and evaluating possible errors in criminal history records. Potential errors are reported to ER by law enforcement, judicial agencies, as well as private citizens.

If an applicant would like to make a request that a criminal history record be updated or corrected, the applicant will need to supply certified documents to the ER. Required forms and additional information submit a correction request to the ER can be found at:

[http://txdps.state.tx.us/administration/crime\\_records/pages/errorresolution.htm](http://txdps.state.tx.us/administration/crime_records/pages/errorresolution.htm).

## IV. TFC CONTACTS

For any questions involving the TFC criminal background check process, please contact the following:



TFC Contract No. 20-004-000

Exhibit F

Villeda Building Service, LLC

Texas Facilities Commission---Criminal Background Checks and Application Guidelines

Tommy Oates, Deputy Executive Director

Office: 512-463-3057

Cell: 512-463-3376

Email: [tommy.oates@tfc.state.tx.us](mailto:tommy.oates@tfc.state.tx.us)

Mandy Burrell, Manager

Office: 512-463-1799

Cell: 512-247-1290

Email:

[mandy.burrell@tfc.state.tx.us](mailto:mandy.burrell@tfc.state.tx.us)

## ATTACHMENT A

### Facilities Commission (ORI Facilities Commission/Service Code 11G6ZN)

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
  - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6ZN>
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - If you prefer to schedule over the telephone, you must:
    - a. Have your Service Code ready (**11G6ZN**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G6ZN**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
  - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: <http://www.tnrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6ZN> and then;
  - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



TFC Contract No. 20-004-000

Exhibit F

Villeda Building Service, LLC

Texas Facilities Commission---Criminal Background Checks and Application Guidelines

## **ATTACHMENT B**

**IdentoGO**  
By MorphoTrust USA

Facilities Commission

Texas Fingerprint Service Code Form

**Service Name: Facilities Commission**

To schedule your ten-minute fingerprint appointment, simply visit  
**<https://uenroll.identogo.com>** and enter the following Service Code

**11G6ZN**

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

**Background Check Waiver**

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

## **EXHIBIT G**

### **HUB SUBCONTRACTING PLAN [FORM]**



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# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

## -- Agency Special Instructions/Additional Requirements --

*In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract\* in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

## SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_

(mm/dd/yyyy)



Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b of this SECTION and continue to Item c of this SECTION.)
- ☐ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- ☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract\*** in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- ☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 2: RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <u>continuous contract</u> * in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u> * in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 3: SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

**SECTION 4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature

Printed Name

Title

Date  
(mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.





**HSP Good Faith Effort - Method B (Attachment B)**

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Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

**SECTION B-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

**SECTION B-2: MENTOR PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If Yes, continue to SECTION B-4.)

☐ - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

**SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d. List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

**HSP Good Faith Effort - Method B (Attachment B) Cont.**

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Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION B-4: SUBCONTRACTOR SELECTION**

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/passcmlsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code §20.282(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

## SECTION A: PRIME CONTRACTOR'S INFORMATION

Company Name: \_\_\_\_\_  
 Point-of-Contact: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

State of Texas VID #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

## SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: \_\_\_\_\_  
 Point-of-Contact: \_\_\_\_\_  
 Requisition #: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 Bid Open Date: \_\_\_\_\_  
 (mm/dd/yyyy)

## SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

### 1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than \_\_\_\_\_ on \_\_\_\_\_  
 Central Time Date (mm/dd/yyyy)

*In accordance with 34 TAC §20.285, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).*

*(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*

### 2. Subcontracting Opportunity Scope of Work:

### 3. Required Qualifications:

☐ - Not Applicable

### 4. Bonding/Insurance Requirements:

☐ - Not Applicable

### 5. Location to review plans/specifications:

☐ - Not Applicable

TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

**EXHIBIT G-1**

**INITIAL APPROVED HUB SUBCONTRACTING PLAN**



**Texas Facilities Commission (TFC)  
HUB Program  
EVALUATION OF RESPONDENT'S HUB SUBCONTRACTING PLAN (HSP)**

**Instructions:** This evaluation must be completed for each response before it can be considered further. Please complete a separate evaluation sheet for each response within five (5) business days after the opening date of the solicitation.

**Section I:**

**Name of Respondent:** Villeda Building Services

**Name of Project:** Custodial Services

**Contract #:** Reg #:303-9-00942 PO #: Project #:  
**RFQ #:** RFP #: 303-9-00942 IFB #:

**SERVICES** ☒ **AE:** ☐ **CMR:** ☐ **RC:** ☐ **IDIQ:** ☐ **Assignment #:** **Amendment #:** **GMP #:** **POCN #:**

TFC HUB Coordinator has reviewed the above referenced HSP response to this solicitation and finds that the HSP:

☒ **complies with**

☐ **does not comply with**

applicable HUB requirements under the Texas Government Code and Texas Administrative Code. See Sections II & III for specific details.

The Respondent will utilize ALL HUBs on their HUB Plan; this meets Good Faith Effort (GFE) per TAC Rules 20.14(d)(D)(ii).

Yolanda Strey

Print/Type Name:

Y Strey 5/14/19  
TFC HUB Director/Date

**Section II:**

**Does the respondent intend to subcontract?**

**YES**  
☒

**NO**  
☐

**N/A**  
☐

**Instructions:** If "Yes," do not proceed to the following questions. If "No," proceed to the next question.

**Comments:** \_\_\_\_\_

Did the respondent verify that no subcontractors would be used in the performance of the work (verification must be provided on the form prescribed in the solicitation).

☐

☒

☐

**Section III:**

**Respondents who DO intend to subcontract:**

1. Did the respondent divide the work into reasonable portions, consistent with prudent industry practices (Identified the areas of subcontracting)?B

**YES**  
☒

**NO**  
☐

**Comments:** \_\_\_\_\_



**Texas Facilities Commission (TFC)**  
**HUB Program**  
**EVALUATION OF RESPONDENT'S HUB SUBCONTRACTING PLAN (HSP)**

- |   | N/A                      | YES                                 | NO                       |
|---|--------------------------|-------------------------------------|--------------------------|
| 2. Did the respondent provide notice to HUBs of the work that the respondent intends to subcontract, in accordance with 1 T.A.C. Section 111.14?<br>Comments: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- |   | YES                      | NO                                  | N/A                      |
|---|--------------------------|-------------------------------------|--------------------------|
| 3. Did the respondent include an executed Mentor Protégé Agreement (per Section 2161.065 Government Code), registered with TPASS? Does the HUB subcontracting plan identify the area(s) of subcontracting the protégé will perform? (Submission of a protégé as a subcontractor constitutes a good faith effort for the particular area to be subcontracted with the protégé).<br>Comments: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                                 | NO                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 4. Did the respondent provide written justification of the selection process if a non-HUB subcontractor was selected by a process other than by competitive bidding, or a HUB bid was the best value responsive bidder to a competitive bid invitation, but was not selected?<br>Comments: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                                 | NO                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 5. Did the respondent provide notice to minority or women trade organizations or development centers to assist in identifying HUBs by disseminating subcontracting opportunities to their membership/participants? Did the notice in all instances, include the scope of the work, specifications, and identify a contact person? Did Respondent provide notice to organizations or development centers no less than five (5) working days for construction contracts prior to submission of the response (bid, proposal, offer, or other applicable expression of interest)?<br>Comments: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



# HUB Subcontracting Plan (HSP)

Rev. 2/17

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

## - - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract\* in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

## SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: Villeda Building Service, LLC State of Texas VID #: 1043624721600  
 Point of Contact: Alai Villeda Phone #: (512) 944-8260  
 E-mail Address: VBSLLC@outlook.com Fax #: (512) 840-0774
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☒ - No
- c. Requisition #: RFP #303-9-00942 Bid Open Date: 05/10/2019  
 (mm/dd/yyyy)

Enter your company's name here: Villeda Building Service, LLCRequisition #: RFP #303-9-00942**SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

☒ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b of this SECTION and continue to Item c of this SECTION.)

☐ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a <u>continuous contract</u> * in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u> * in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1	485-65 Janitorial Supplies and Equipment	20 %	20 %	0 %
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

☒ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract\* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: Villeda Building Service, LLCRequisition #: RFP #303-9-00942

**SECTION 3: SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

**SECTION 4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature

Alai Villeda

Printed Name

President

Title

3/28/2019Date  
(mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.





# HUB Subcontracting Plan (HSP)

## QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
  - ☐ Section 2 c. - Yes
  - ☐ Section 4 - Affirmation
  - ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - ☐ Section 2 c. - No
  - ☐ Section 2 d. - Yes
  - ☐ Section 4 - Affirmation
  - ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - ☐ Section 2 c. - No
  - ☐ Section 2 d. - No
  - ☐ Section 4 - Affirmation
  - ☐ GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
  - ☐ Section 3 - Self Performing Justification
  - ☐ Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



TFC Contract No. 20-004-000  
Villeda Building Service, LLC  
RFP No. 303-9-00942

**EXHIBIT G-2**

**HSP PROGRESS ASSESSMENT REPORT [FORM]**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_